DepositNow! Web

User Guide

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DepositNow!™

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Chapter 1: Introduction

DepositNow! Web is designed to provide electronic check processing services via the Internet. DepositNow! Web allows end users to capture and transmit check MICR data and check images to the DepositNow! Web Server for inclusion in ACH (Automated Clearing House) or ICL (Image Cash Letter) files and for storage.

About This Guide

This guide provides business information to support the online management of the DepositNow! Web payment application. This guide contains the following chapters:

Chapter 1: "Introduction" describes how this guide is organized, and provides additional information about DepositNow! Web.

Chapter 2: "About DepositNow! Web " provides a description of the application including the processes, benefits and system requirements.

Chapter 3: "DepositNow! Web Login" provides instructions for launching the DepositNow! Web application and logging in.

Chapter 4: "DepositNow! Web Software Updates" provides instructions for applying automatic software updates.

Chapter 5: "Transaction Processing" describes how to capture and upload transaction data and check images.

Chapter 6: "Batch Management" describes how to review, submit transaction batches, and how to void both individual transactions and entire batches.

Chapter 7: "Reports" describes how to download transaction reports.

Chapter 8: "Administration" describes the management of user passwords, scanner configurations, and customers who 'opt out' of electronic check conversion.

Appendix A: "Report Format Specifications" provides a complete listing and description of the downloadable report format specifications.

Appendix B: "Internet Explorer Settings" contains instructions on how to configure your Internet Explorer browser in order to run the DepositNow! Web application.

Appendix C: "Scanner Installation" provides instructions for installing your DepositNow! Web scanning devices.

Chapter 2: About DepositNow! Web

How The Program Works

DepositNow! Web clients utilize a check scanning device to capture an image of a check and its MICR details. The information captured is then transferred via a secure website to the Bankserv server. This process automatically transfers the specified amount from their customer's account to the client's bank account. The image is stored on the Bankserv server for on-line retrieval. Once a transaction is processed, DepositNow! Web provides various downloadable report formats. The basic functional capabilities of DepositNow! Web are:

- Check data and image capture
- Review and verification
- Batch management

In the check data and image capture module the workflow components below have been separated to allow for independent processing of each component, either consecutively by one user, or simultaneously by multiple users. These components are:

- Scan Checks
- Enter Data
- Submit Batch

System Requirements

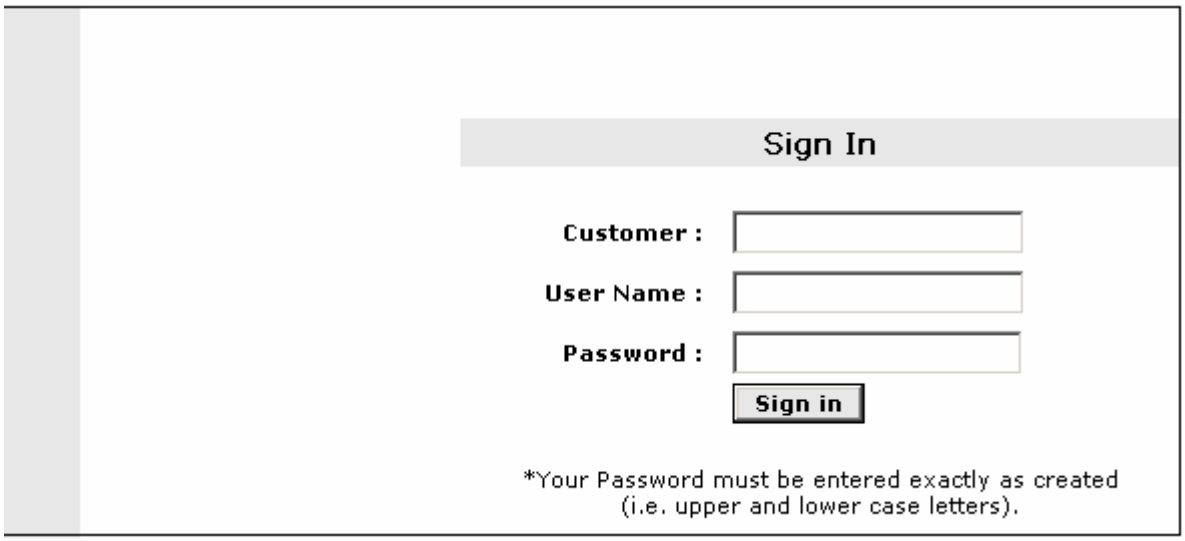
DepositNow! Web has the following requirements for Hardware and Software:

- *Processor:* 600 MHz Intel Pentium Processor
- *RAM:* 512 MB
- *Hard Disk Space:* 200 MB
- *Operating System:* Windows 2000 (with Service Pack 4)
  Windows XP (with Service Pack 2)
- *Internet Browser:* Internet Explorer 6 (Service Pack 1) or above
- *Internet Access:* DSL or better preferred
- *USB 2.*0

Chapter 3: DepositNow! Web Login

SIGN IN

Upon completion of end user configuration within the DepositNow! Web system, you will be given the appropriate URL to connect to the DepositNow! Web application. It must be entered *exactly* as given, including capitalization and punctuation.



Note: Users who make three failed attempts to login will have their account locked for administrative review.

Enter the **Customer ID (optional), User Name** and **Password**, then click **Sign In**.

When you log in for the first time you will be prompted to select a new password. (See **PASSWORD**)

SIGN OUT

Once you are logged into DepositNow! Web you may sign out from any page by selecting the **SIGN OUT** link.

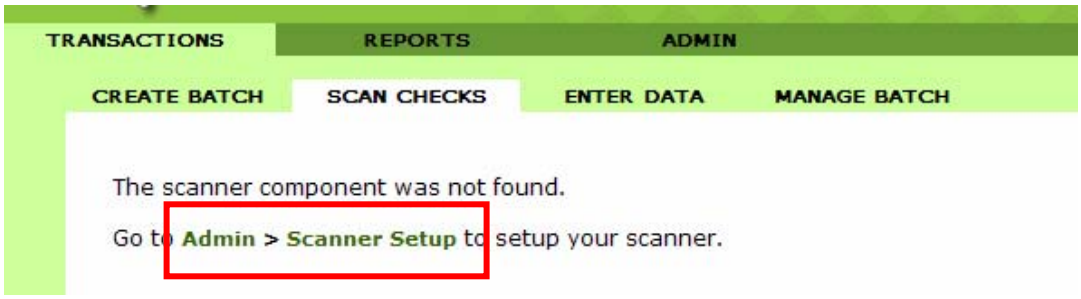
Chapter 4: DepositNow! Web Software Updates

Software Updates

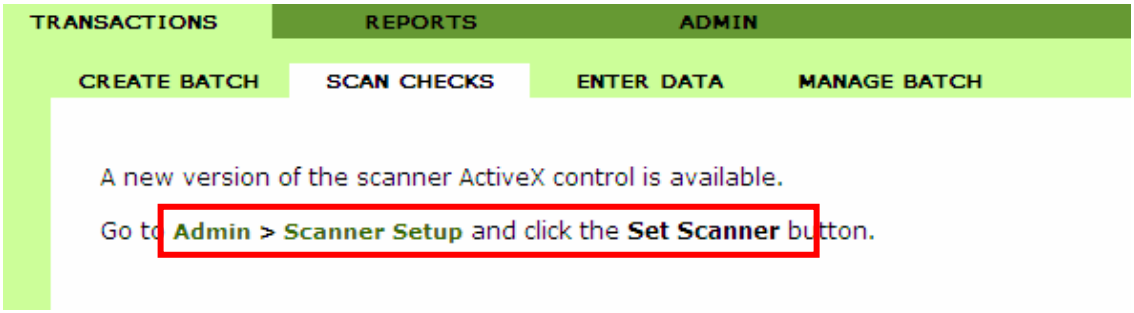
The DepositNow! Web application is designed to detect when software updates are available on the server and automatically download them prior to launching the SCAN CHECKS page. If updates are available the end user will be presented with one of the following screens.

Note: If this is your first time using the DepositNow! Web product and you have never configured a scanner , click on the Admin > Scanner Setup link and refer to the SCANNER SETUP Section in CHAPTER 8 for step by step instructions for setting up your scanner.

The following message is displayed when the application detects a new customer setup or that DepositNow! Web ActiveX is not present on the workstation.



The following message is displayed when the application detects that software updates are available

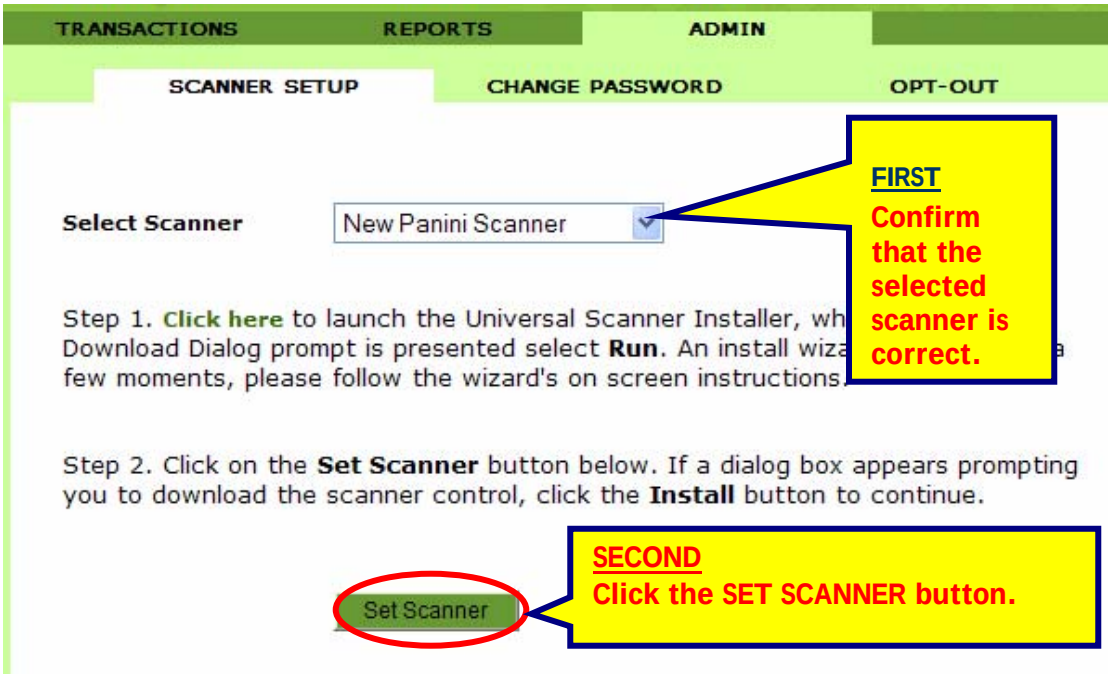


If you are a veteran DepositNow Web user click on the Admin > Scanner Setup link to be directed to the Scanner Setup page and follow the instructions below:

1. **Confirm** that the scanner selected in the Select Scanner list box is the scanner attached to their workstation.

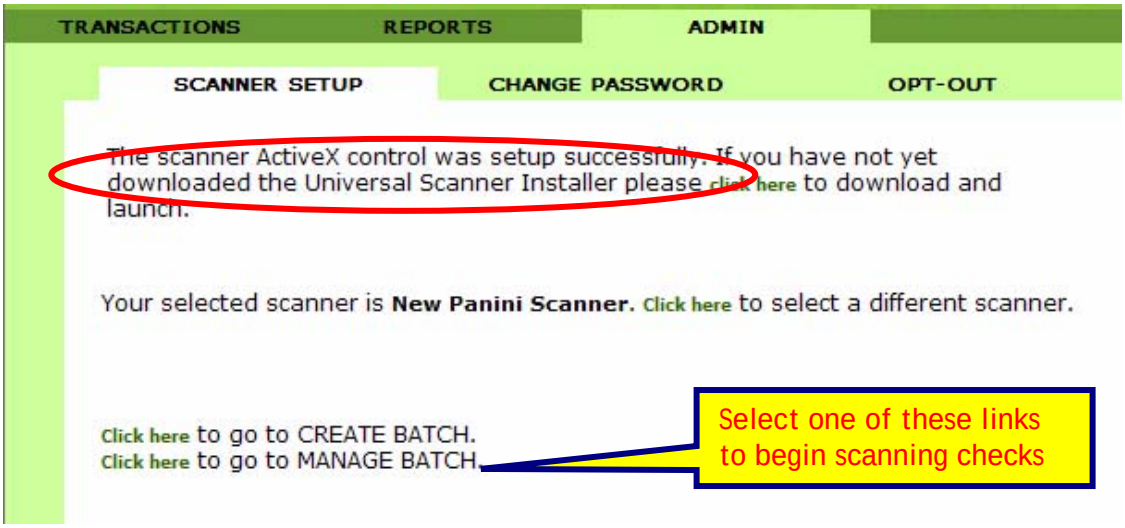
2. Click the **SET SCANNER** button.

NOTE: If you are an existing user you do not need to perform Step 1 to launch the Universal Scanner Installer. This Step 1 is necessary for first time DepositNow! Web users only.


TRANSACTIONS
REPORTS
ADMIN
SCANNER SETUP
CHANGE PASSWORD
OPT-OUT
Select Scanner
New Panini Scanner
FIRST
Confirm that the selected scanner is correct.
Step 1. Click here to launch the Universal Scanner Installer, wh
Download Dialog prompt is presented select Run. An install wiza
few moments, please follow the wizard's on screen instructions.
Step 2. Click on the Set Scanner button below. If a dialog box appears prompting you to download the scanner control, click the Install button to continue.
Set Scanner
SECOND
Click the SET SCANNER button.

After clicking on the SET SCANNER button the end user will be presented with the following "loading" message as the updated ActiveX Control is downloaded and initiated.

Upon completing the update process the end user will see the following screen indicatng the ActiveX Control has been setup successfully. At this point the end user can select either of the links at the bottom of this page to begin scanning checks.


TRANSACTIONS
REPORTS
ADMIN
SCANNER SETUP
CHANGE PASSWORD
OPT-OUT
The scanner ActiveX control was setup successfully. If you have not yet downloaded the Universal Scanner Installer please click here to download and launch.
Your selected scanner is New Panini Scanner. Click here to select a different scanner.
Click here to go to CREATE BATCH.
Click here to go to MANAGE BATCH.
Select one of these links to begin scanning checks

The application will continue to present the messages indicating that updates are available until the updates have been successfully applied. You may need to contact your technical support group to ensure the updates can be downloaded successfully you continue to see the page directing you to the ADMIN > SCANNER SETUP and of the following apply:

.

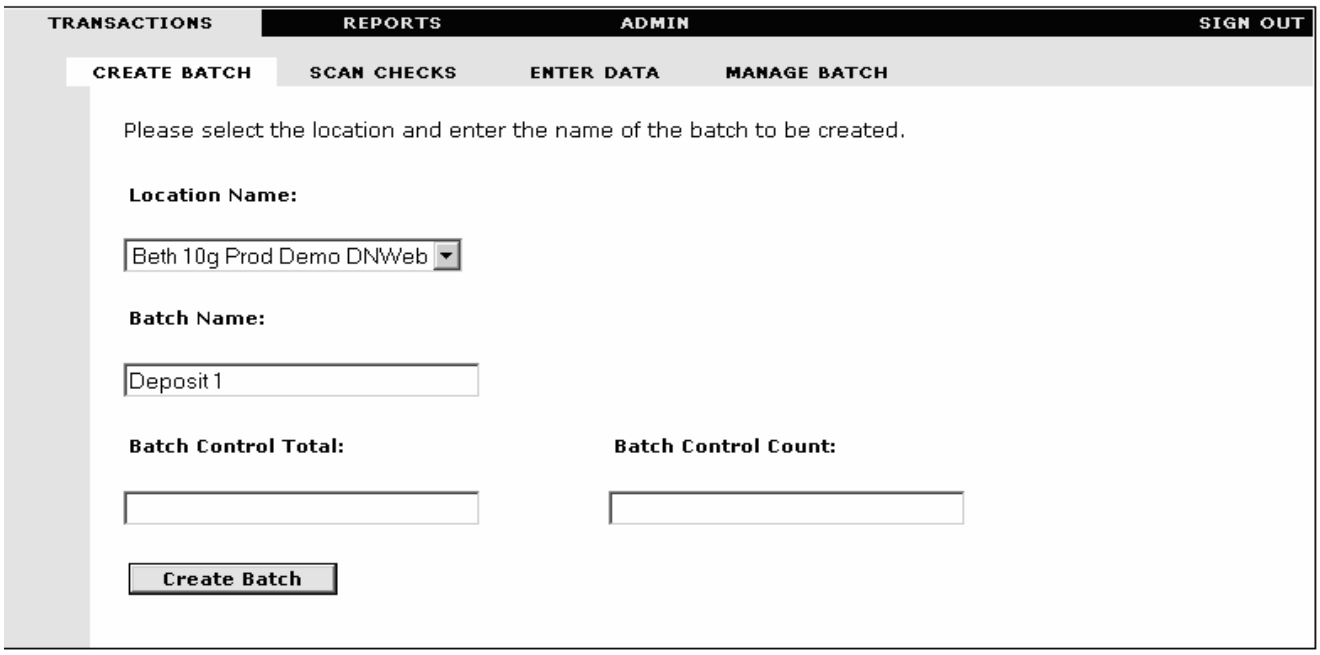
- You don't have Administrative Rights to your workstation
- Your Internet Explorer (IE) Internet Security Settings are more restrictive than the default settings for IE 7.0
- You have Anti Virsus software protecting your computer

Chapter 5: Transaction Processing

CREATE BATCH

DepositNow! Web transactions are grouped into batches of one or more checks. The maximum number of transactions allowed in a batch has been determined during setup. Each batch will be associated with a particular location.

In order to create a batch go to **TRANSACTIONS** >> **CREATE BATCH**.



Select a location from the **Location Name** dropdown list box. Locations defined for your user account are listed alphabetically.

Enter the name of the batch in the **Batch Name** edit box. (3 to 20 characters)

Batch Control Totals

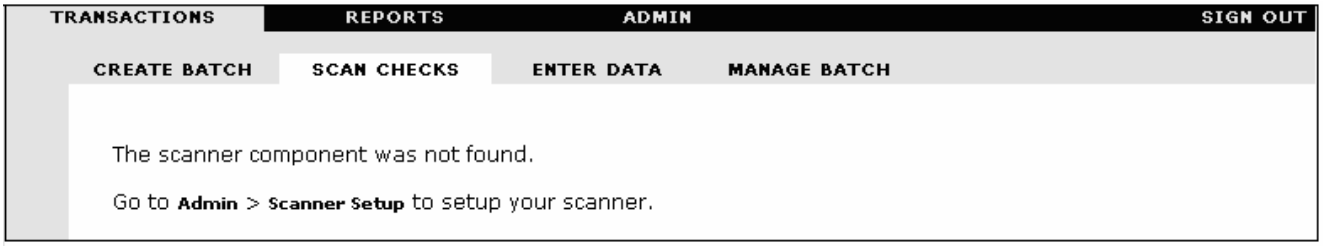
If you are configured for Control Totals for the batch, specify them, this feature will help you to improve deposit accuracy by detecting possible data entry problems. Until the system calculated Depsosit Total Amount and the Control Total Amounts agree you will not be able to submit the batch.

- Enter the total amount of the items that will be included in the batch in the **Batch Control Total** edit box.
- Enter the total count of items that will be included in the batch in the **Batch Control Count** edit box.

  Note: Total count of items is optional, so you may enter total amount only.

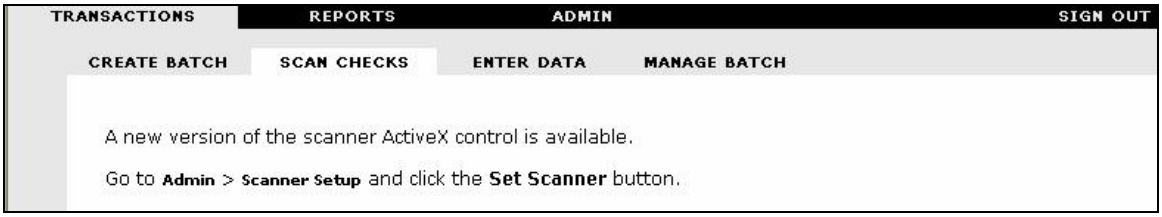
SCAN CHECKS

You will receive the SCAN CHECKS page after creating a batch or following the link from the BATCH DETAILS page. In order to start scanning checks you must have already set your scanner. Or else, you will receive a page as shown below:



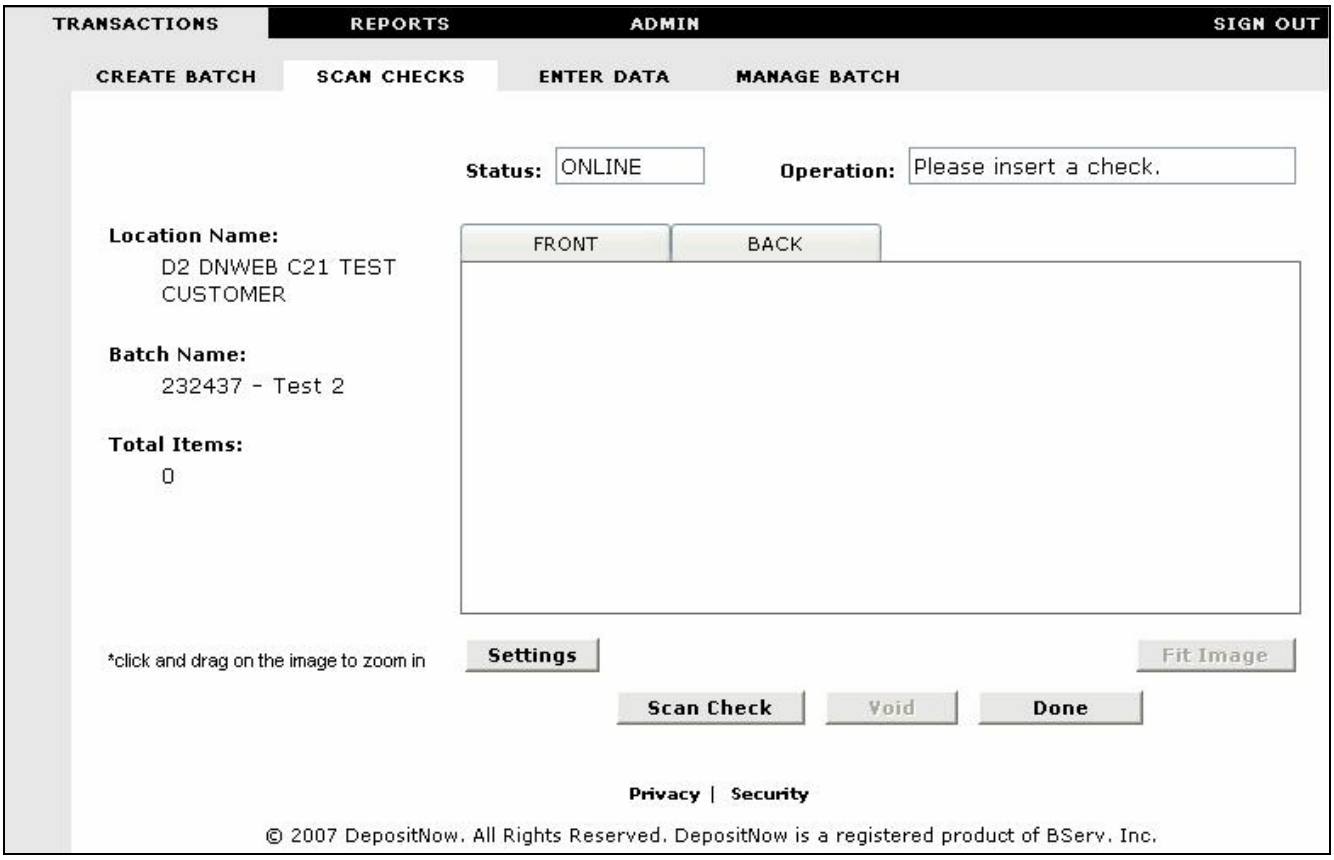
For further details on setting up your scanner, see **SCANNER** Setup.

If your system consists of older version of ActiveX Control, the SCAN CHECKS page will appear as below:



Click in the text link to go to SCANNER SETUP page in order to install the new ActiveX Control.
(Note: You may need to restart your computer after installing the new ActiveX Control.)

If you have already setup your scanner, the SCAN CHECKS page will appear as below:



Note: If your scanner is not connected or scanner driver is not installed, connection attempt is made for a few seconds depending on the selected scanner before an error message is given. The typical time elapsed before the error message is displayed is following:

- 60s for MagTek Excella, STX
- 30s for Digital Check scanner
- About 15s for RDM, Panini, SB1000 scanner

DepositNow! Web is designed to allow you to scan all checks within a particular batch before being required to enter any customer data associated with each check. It also provides the ability to capture both the front and back of each check, which is required for clients configured to process both ACH (Automated Clearing House) and Image (Image Cash Letter) items. Checks may be scanned one at a time, enabling image review before manually triggering the scanner to accept the next check. Alternately, you may configure DepositNow! Web to accept each check in the batch without requiring any keyed entry between checks (Auto Scan).

In order to start scanning checks:

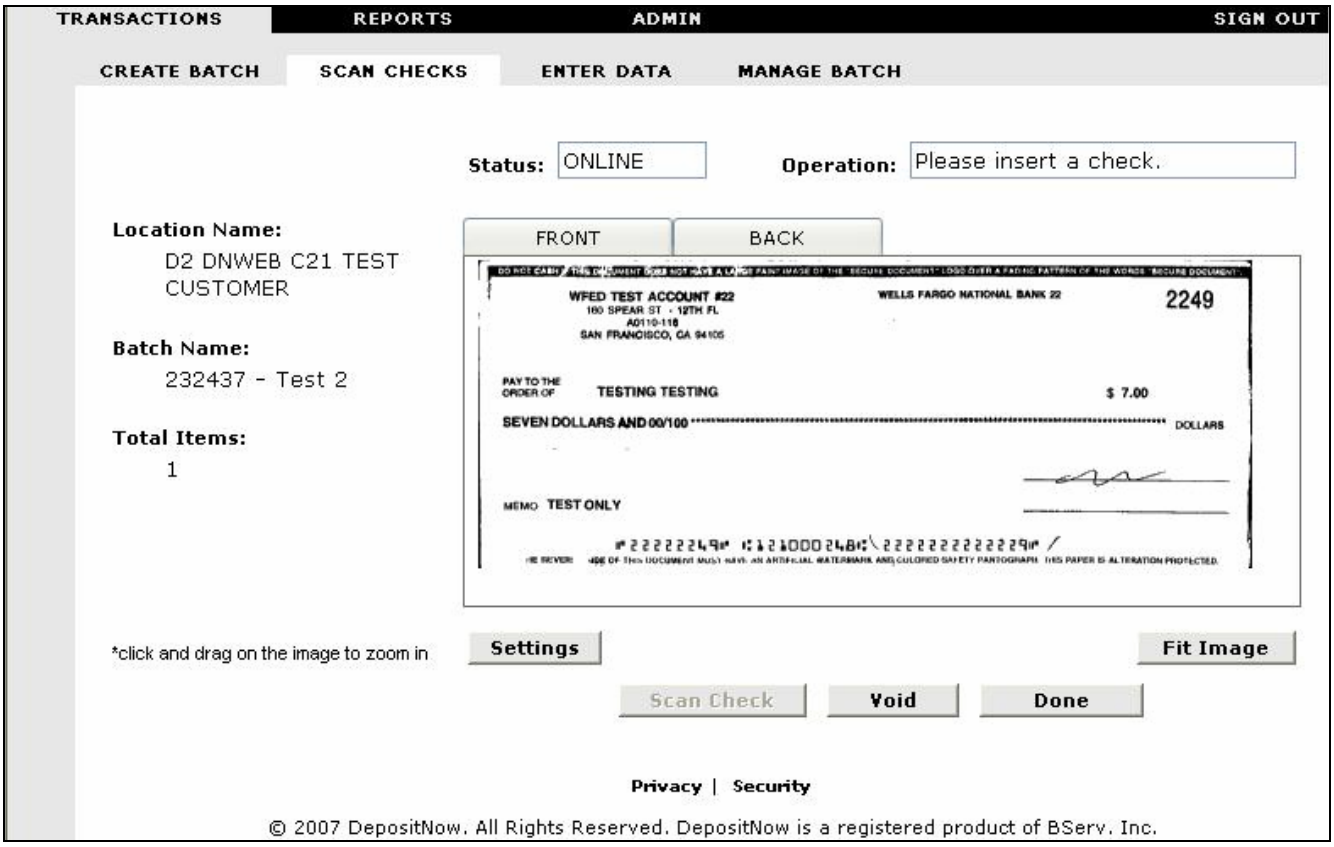
- Make sure your scanner is connected (The Scanner Status should show **ONLINE**)

  (Note: If endorsement feature is ON for the selected location and ink cartridge is absent in the scanner, a message regarding this condition will popup in the case of Digital Teller Scan and MagTek Excella. However, in case of Panini, this message is not generated and scanning is allowed even though the ink cartridge is absent in the scanner.)

- Insert check(s) in your scanner.

- If you wish to scan checks continuously without having to click the Scan Check button more than once, make sure the **Enable AutoScan** checkbox is checked.

- Select the **Scan Check** button.



After the successful scanning of a check, you will be displayed the following on the page:

- Total Items Count Increment
- Check Images
- Message: "Uploading Check Images" will temporary be displayed in the Operation box.

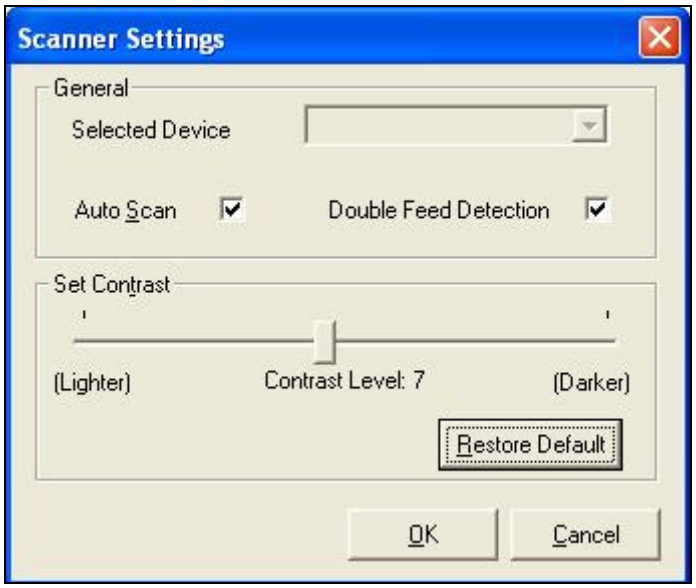
If you want to cancel the scanned item, select the **Void** button.

When you have scanned all of the checks within a batch, select the **Done** button to proceed to the **ENTER DATA** page.

Scanner Settings

DepositNow! Web provides the ability to change Scanner Settings depending on the scanner selected.

Click in the **Settings** button in **SCAN CHECKS** page. The **Scanner Settings** box will be opened.



The displayed settings are dependent on the scanner you have set.

There are following five kinds of scanner settings.

Device Selection: This feature is available only for MagTek Excella and MagTek STX scanners. You can choose the device you are using to scan from the *Selected Device* combo box.

Auto Scan: This feature is available for all the scanners. Check on this if you want to scan checks continuously without having to click the **Scan Check** button more than once.

Auto Feed: This feature is available only for MagTek Excella scanner. Check on this checkbox if you want to scan checks from Auto Feed compartment of MagTek Excella scanner. Alternatively, if you want to manually feed checks one at a time from the Manual Feed compartment of the scanner, uncheck this checkbox and start scanning.

Double Feed Detection: This feature is available only for Panini and Digital Check TellerScan scanners. If you check on this checkbox, double feeds during scanning will be detected and a popup message will be provided. If this check box is de-selected, double feeds during scanning will not be detected.

Set Contrast: This feature is available only for BankServ SB1000 and Digital Check TellerScan scanners. If you want to scan dark checks, you can shift the slider to "Lighter" side and if you want to scan light checks, you can shift slider to "Darker" side.

Image Viewing

DepositNow! Web provides the ability to zoom in on the check image to verify the readability of any required details.

Select-hold-drag the mouse across the portion of the image you wish to magnify. The enlarged image will be displayed within the check image window, with scroll bars to allow adjustment of the viewing area.

To return to the image of the entire check, select the **Fit Image** button.

Select the **BACK** tab to view the back image and the **FRONT** tab to view the front image.

Scanner Statuses, Scanner Operations, Error Messages and Status Messages

The following tables contain the scanner statuses and operations, and Messages that you will see displayed on the **SCAN CHECKS** page during various processes:

Table 1: Scanner Statuses

Scanner On-line	Displayed when scanner control has been captured, but the scanner has not been prompted to accept a check.
Scanner On-line (H80)	Displayed when scanner has been prompted to accept the next check.
Scanner Off-line	Displayed if scanner control is lost, or scanner loses power.

Table 2: Scanner Operations

Insert Item Now (Front)	Indicates that the scanner has been prompted to capture the front image of a check.
Insert Item Now (Back)	Indicates that the scanner has been prompted to capture the back image of a check.
Processing	Indicates that your computer is temporarily storing the captured image and MICR data.
Uploading Image	Indicates that the image and MICR data is being transmitted to the server.
Check Power/Comm	Indicates a problem with communication to/from the scanner.

Table 3: Error Messages

No item to void	Indicates there is no item to void, or the item is invalid.
Make sure you've placed the check in the scanner.	Indicates scanner failed to capture image.
Unable to display check image. Please rescan the check.	Indicates scanner failed to display image.
The scanner could not read the check details. Please rescan the check.	Indicates parsing of the check image failed.
An error occurred while uploading the check. Please rescan the check.	Indicates that there was an error while uploading the check.
Scanner not found. Make sure you've connected the scanner.	Indicates Scanner could not be detected.

Table 4: Status Messages

Please ensure your scanner is connected.	Indicates scanner is not connected.
Error while scanning: Please rescan the last check.	Indicates scanner failed to capture image.
There was error while displaying the check image.	Indicates scanner failed to display image.
Please rescan the last check.	Indicates parsing of the check image failed.
Uploading check images.	Indicates check image is processed successfully and uploading is in progress.
Current check image has not been uploaded.	Indicates an error occurred while parsing the check.

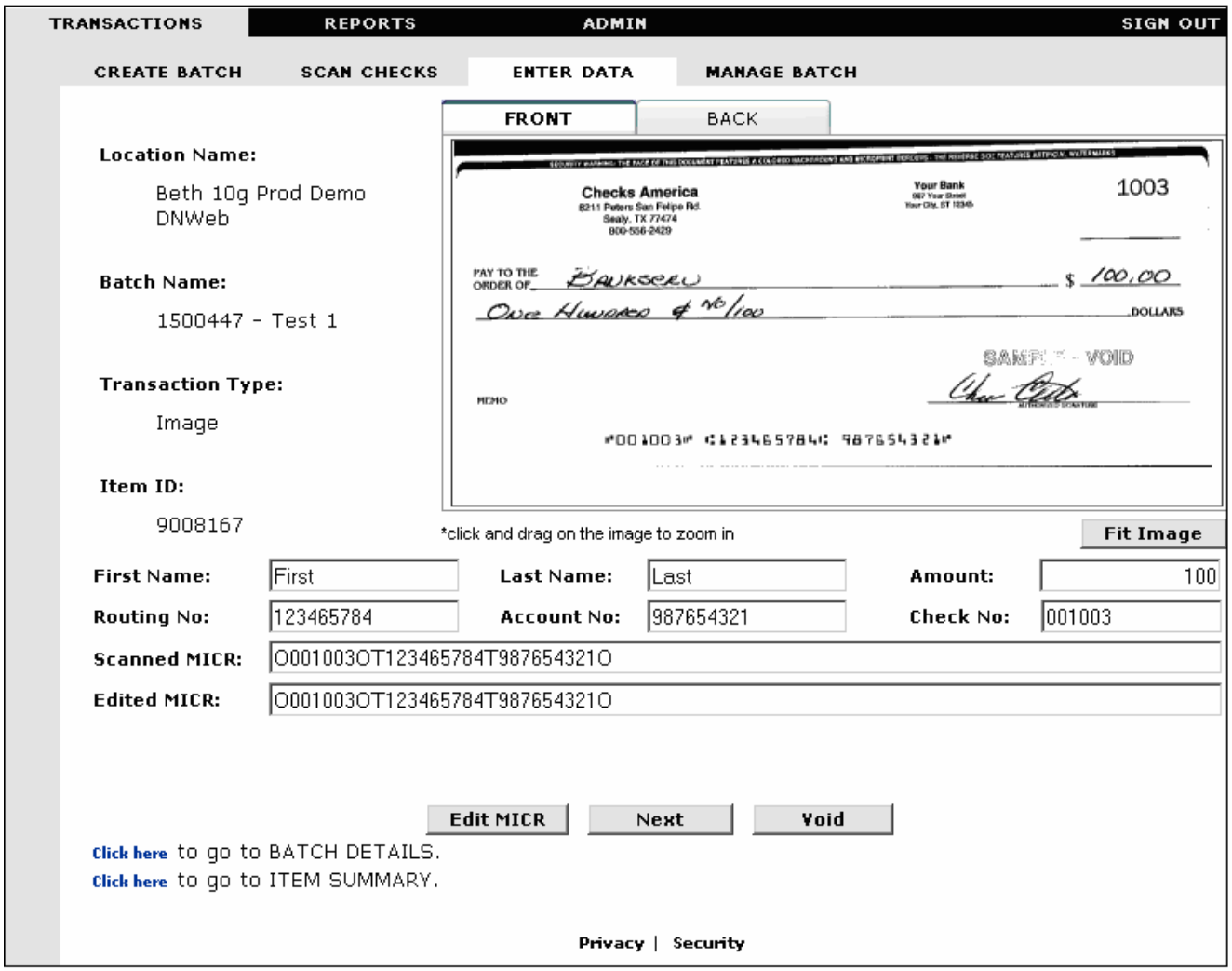
After scanning, the Item status changes to MICR Edit or Rejected according to the location's MICR Edit configuration as follows:

- On scanning, if theMICR Edit feature is enabled and the application is unable to "parse" the MICR the Item will have MICR Edit status.
- On scanning, if MICR Edit feature is disabled and theapplication is unable to "parse" the MICR the Item will have a Rejected status.

ENTER DATA

The **ENTER DATA** page supports the entry of information associated with each check in a batch. As an independent process, one or more users may enter data in a batch for which another user is currently scanning checks. Once a user accesses the ENTER DATA page, the next available pending item will be presented. This item will then be locked against access by another user until the item is complete or the user session has expired (30 minute limit).

Transactions created within DepositNow! Web fall into one of two categories. This categorization is based on data captured when the check is scanned, and cannot be altered by the user. Items to be processed via the ACH system will be designated with the transaction type of **ACH**. Items to be processed in a Image Cash Letter (ICL) File will be given the transaction type of **IMAGE**.



The ENTER DATA page displays the check image and a list of its associated data elements. The standard data elements displayed for each check include:

- First Name
- Last Name
- Check Amount
- Routing No.
- Account No.
- Check No.
- Scanner MICR
- If you have setup **CUSTOM FIELDS** for your Location, those fields will also be displayed.
- If you have configured for optional sub-amount fields, a cumulative **Running Total** of those fields will also be displayed.

(You may have opted to include up to 12 additional CUSTOM FIELDS specific to your accounts receivable requirements. Rules can be defined with regard to the format of data accepted into those fields. In addition, one of the fields can de designated as the Receiver cross-reference for use within the NetCheck reporting tool.)

If you have elected to have the **AUTO-FILL** feature enabled, the following fields get pre-populated:

- First Name
- Last Name
- Check Amount
- Custom Fields

The pre-populated data is captured from the most recent data entered for the payer, the identity of whom is determined by the unique combination of transit routing and account numbers.

If the MICR parsing fails while scanning, Rescan button will appear here. (See **RESCAN** for further details.)

If you wish to edit the Scanned MICR select the **Edit MICR** button. (See **EDITING MICR** for further details.)

If you want to remove the scanned check and its details, select the **Void** button. (You will be taken to the **ITEM DETAIL (VOID ITEM CONFIRMATION**) page.)

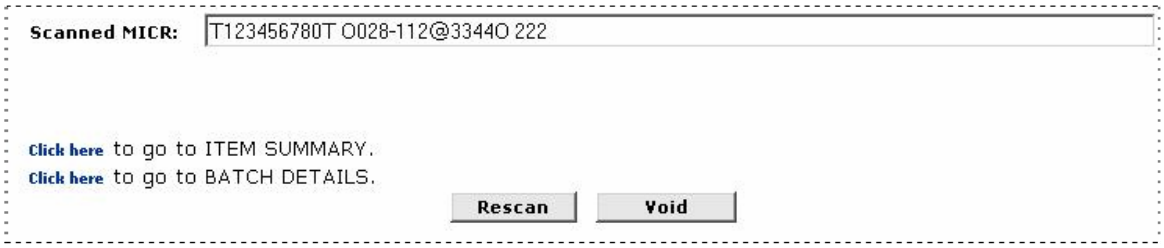
After verifying and filling in all details related to the displayed check, select the **Next** button.

- If you have any items pending data entry in the batch, the next pending item will be displayed.
- If you have completed data entry for all items in the batch, you will be taken to the **EDITING MICR (CONFIGURABLE)** page.

Rescan (Depend on MICR parsing result)

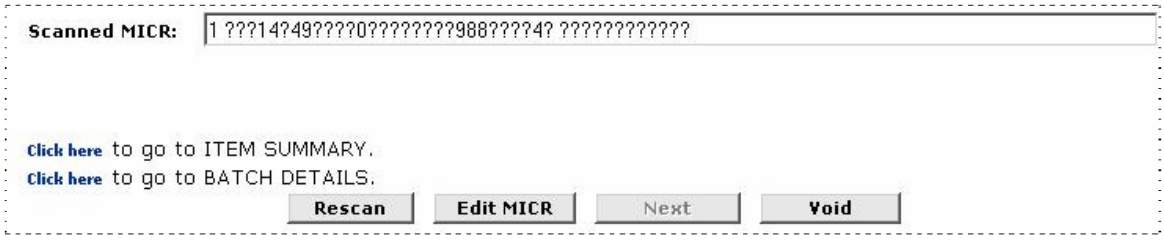
If MICR parsing fails the **Rescan** button appears in ENTER DATA page.

The other buttons display according to the Location's MICR Edit privileges and the status of the Item



Rescan and **Void** buttons will be displayed in following cases:

- If the MICR Edit feature is disabled for the location and the Item is in Rejected status
- If the MICR Edit feature is enabled for the location and the Item is in MICR Edit status



Rescan, **Edit MICR, Next (Inactive)** and **Void** buttons will be displayed in following case:

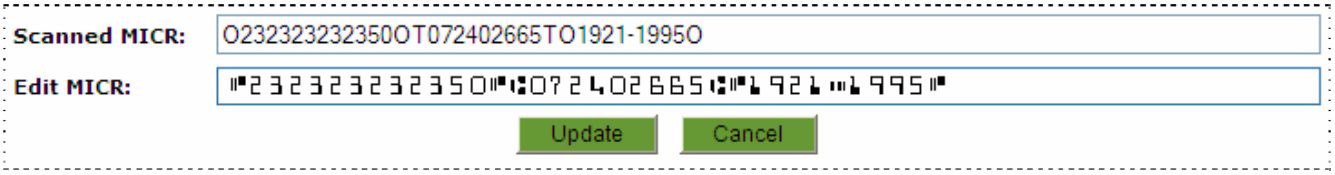
- If the MICR MICR Edit feature is enabled for the location and the Item is in MICR Edit status

If you wish to rescan the check, select Rescan. The Item will be deleted and you will be taken to the **SCAN CHECKS** page so that you can scan checks again. (See **SCAN CHECKS** for further details.)

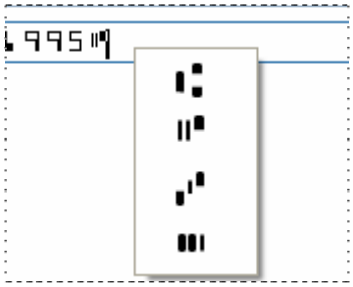
If you wish to edit the Scanned MICR select the **Edit MICR** button. (See **EDITING MICR** for further details.)

Editing MICR (Configurable)

You should validate the scanned MICR line details against the check image for accuracy, if you find any discrepancies in the Scanned MICR, select **Edit MICR** so that you may correct it. The Edit MICR box displays the Scanned MICR in MICR font as follows:



If you wish to enter MICR symbols right-click in the Edit MICR box. You will be displayed a menu of the MICR symbols as follows. Select the symbol you wish to enter.



Alternately, you may type keyboard characters as mentioned in the following table:

Key	Symbol
T	
O	
A	
-	

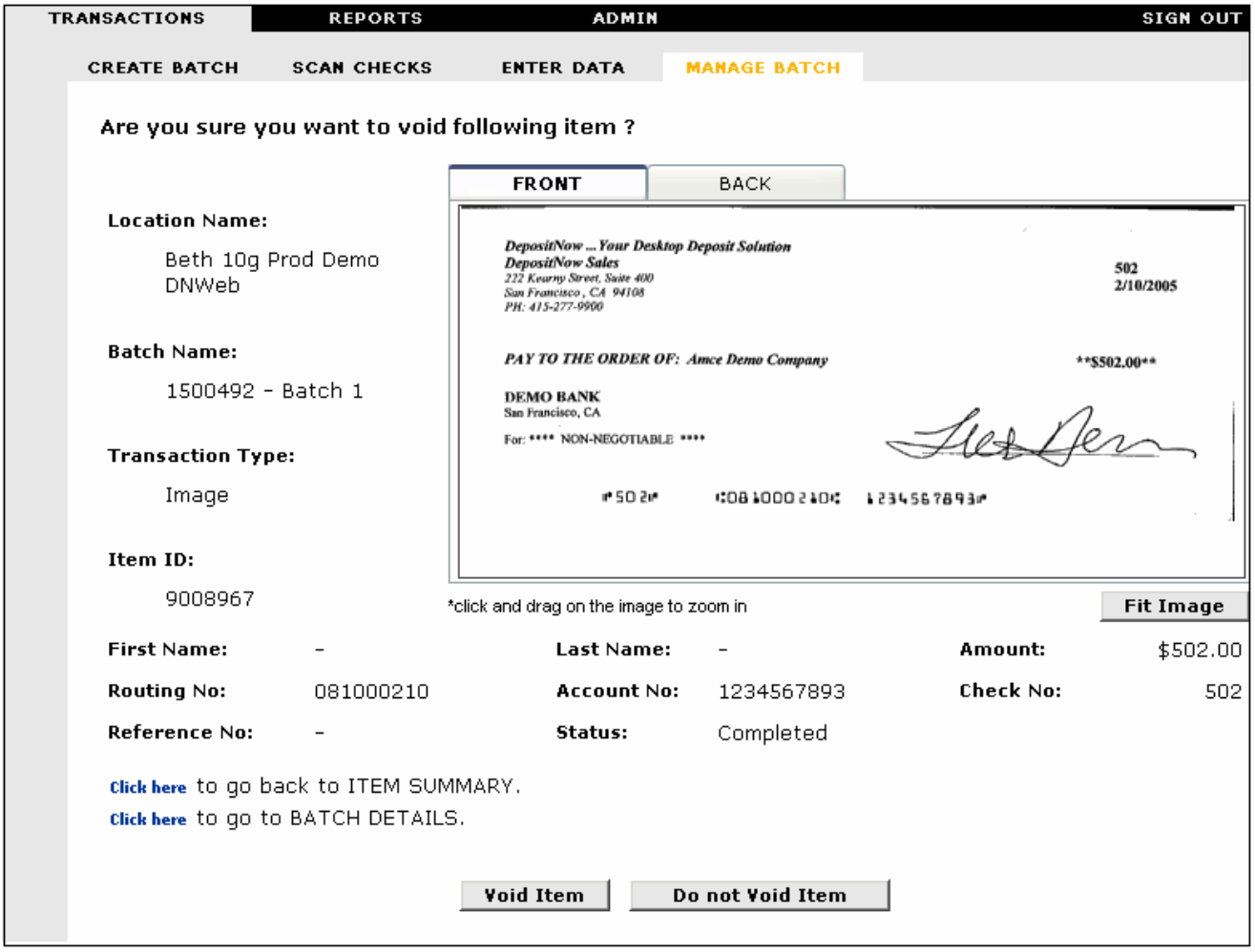
Once you have edited the MICR, select **Update** to record the changes.

Select **Cancel** to revoke any changes.

ITEM DETAIL (VOID ITEM CONFIRMATION)

The ITEM DETAIL (VOID ITEM CONFIRMATION) page displays the following links:

- **Click here** to go back to ITEM SUMMARY. (You will be taken to the **ITEM SUMMARY** page.)
- **Click here** to go BATCH DETAILS. (You will be taken to the **BATCH DETAILS** page.)



Click the **Void Item** button to remove the item from the batch. (You will be taken to the **VOIDED ITEMS** page.)

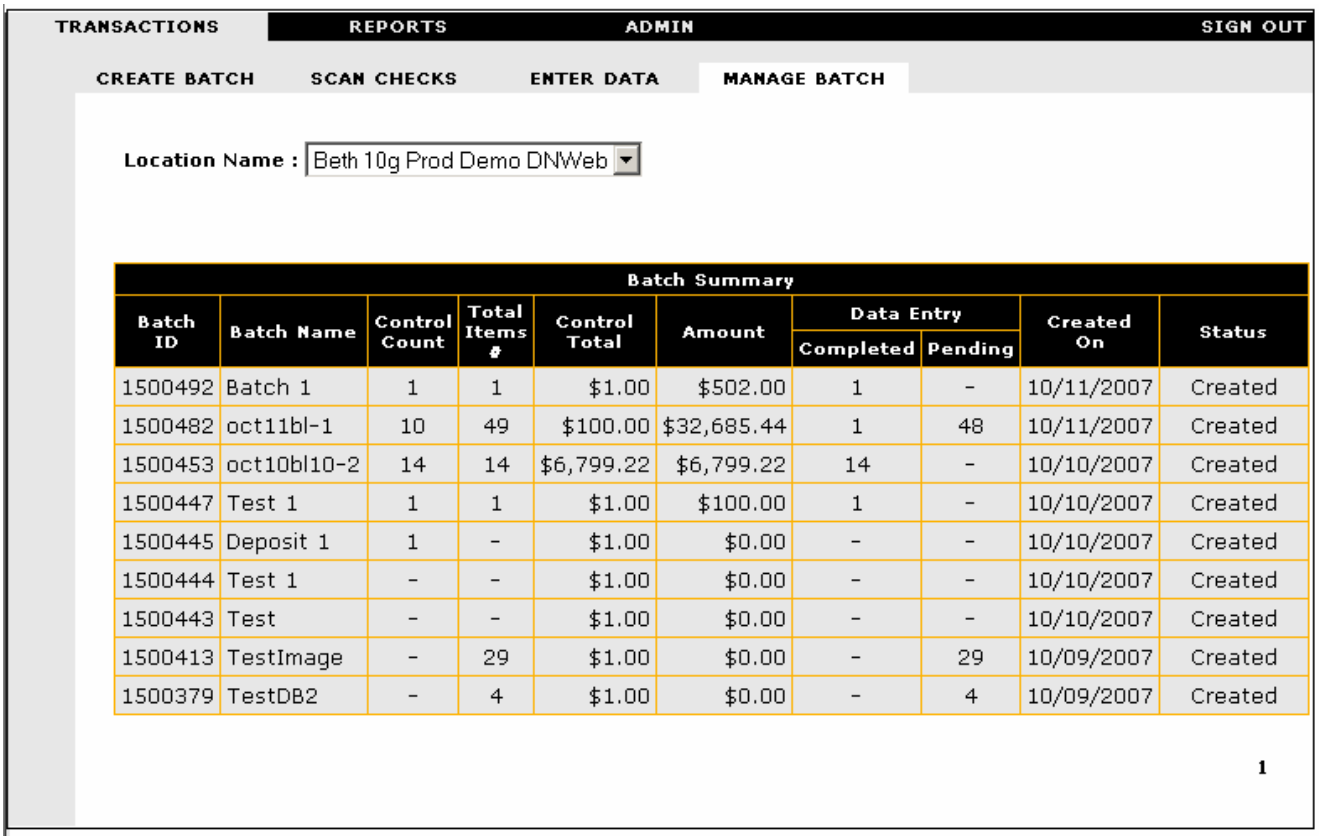
Click the **Do not Void Item** button to cancel voiding of the item. (You will be taken to the **ITEM SUMMARY** page.)

Chapter 6: Batch Management

BATCH SUMMARY

Upon selecting the **MANAGE BATCH** tab, the **BATCH SUMMARY** page will be presented. The Batch Summary displays the following information for all of the open batches associated with the selected location:

- Batch ID
- Batch Name
- Control Count
- Total Items #
- Control Total
- Amount
- Data Entry (Completed/Pending)
- Created on
- Status



Batch Summary

Batch ID	Batch Name	Control Count	Total Items #	Control Total	Amount	Data Entry		Created On	Status
						Completed	Pending		
1500492	Batch 1	1	1	$1.00	$502.00	1	-	10/11/2007	Created
1500482	oct11bl-1	10	49	$100.00	$32,685.44	1	48	10/11/2007	Created
1500453	oct10bl10-2	14	14	$6,799.22	$6,799.22	14	-	10/10/2007	Created
1500447	Test 1	1	1	$1.00	$100.00	1	-	10/10/2007	Created
1500445	Deposit 1	1	-	$1.00	$0.00	-	-	10/10/2007	Created
1500444	Test 1	-	-	$1.00	$0.00	-	-	10/10/2007	Created
1500443	Test	-	-	$1.00	$0.00	-	-	10/10/2007	Created
1500413	TestImage	-	29	$1.00	$0.00	-	29	10/09/2007	Created
1500379	TestDB2	-	4	$1.00	$0.00	-	4	10/09/2007	Created

1

The **Location Name** dropdown menu will default to the last location accessed either for transaction processing or batch management, and is sorted alphabetically.

The << **First, <Previous, 1, 2, 3, …, Next>, Last>>** links, displayed according to the number of deposits in the location and depending on the current page you are in, allow you to page through the list of batches conveniently.

Click the row for a particular batch to go to its **BATCH DETAILS** page.

Table 5: Batch Statuses

Status	Description
Created	Batches with this status have not been submitted to the server.
Accepted	Batches with this status have been submitted to the server, and are in process.
Processed	Batches with this status have been processed by the server.
Processed(E)	Batches with this status have been accepted by server, but one or more of the items were rejected. Batches with this status are displayed in **red text** for easy recognition.

BATCH DETAILS

The **BATCH DETAILS** page is presented after selecting a batch from the **BATCH SUMMARY** page.

The BATCH DETAILS page varies according to the kind of batch:

- **BATCH DETAILS (No Items)**
- **BAHTC DETAILS (Pending Items)**
- **BATCH DETAILS)Completed Items)**
- **BATCH DETAILS (Accepted Items)**
- **BATCH DETAILS (Processed Items)**

Depending on the status of the batch and the items it contains, the following details may or may not be present:

Table 6: Batch Details Particulars

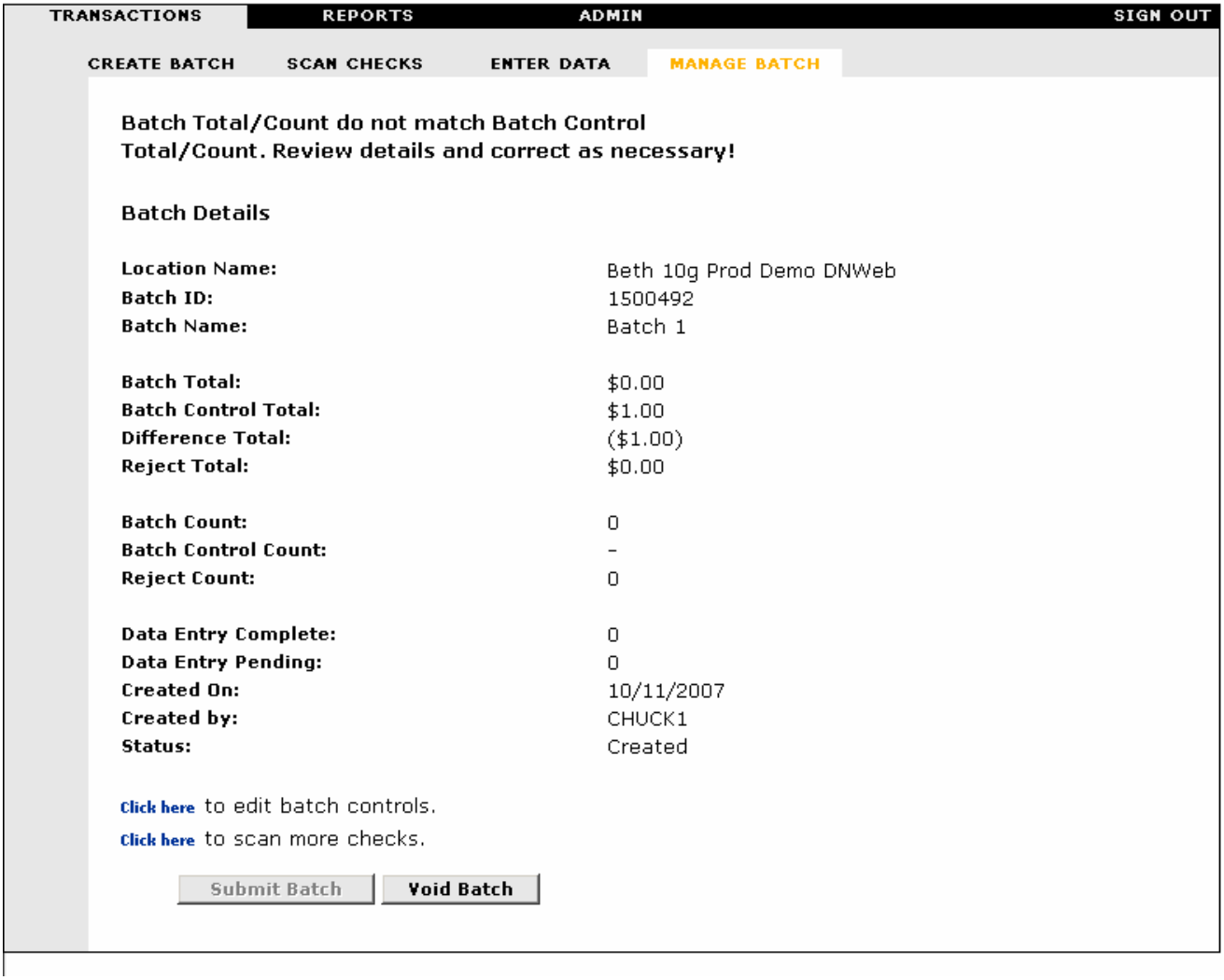
Label	Description
Location Name	<as selected during the creation of the batch>
Batch ID	<auto-generated number>
Batch Name:	<as input during the creation of the batch>
Batch Total:	<total amount of items in the batch>
Batch Control Total	<Batch Control Total amount as specified during the creation of the batch>
Difference Total:	= <Batch Control Total> - <Batch Total>
Reject Total:	<total amount of rejected items>
Batch Count:	<total number of items in the batch>
Batch Control Count:	<Batch Control Count as specified during the creation of the batch>
Difference Count:	= <Batch Control Count> - <Batch Count>
Reject Count	<number of rejected items>
Net Deposit Amount (ACH+Image)	<total amount of deposited items (ACH + Image)>
Net Items Deposited (ACH+Image)	<total count of deposited items (ACH + Image)>
[+/-] ACH Details	<Details of ACH Items>
[+/-] Image Details	<Details of Image Items>
Data Entry Complete:	<number of items for which data entry is complete>

Data Entry Pending:	<number of items for which data entry is pending>
Created On:	<the date of creation of the batch>
Created by:	<the name of the account that created the batch>
Submitted on:	<the date of submission of the batch>
Submitted by:	<the name of the account that submitted the batch>
Status:	<status of the batch>

BATCH DETAILS (No Items)

The BATCH DETAILS page for batches which do not contain any items displays the following link:

- **Click here** to edit batch controls. (You will be taken to the **Batch Control Totals** page.)
- **Click here** to scan more checks. (You will be taken to the **SCAN CHECKS** page.)

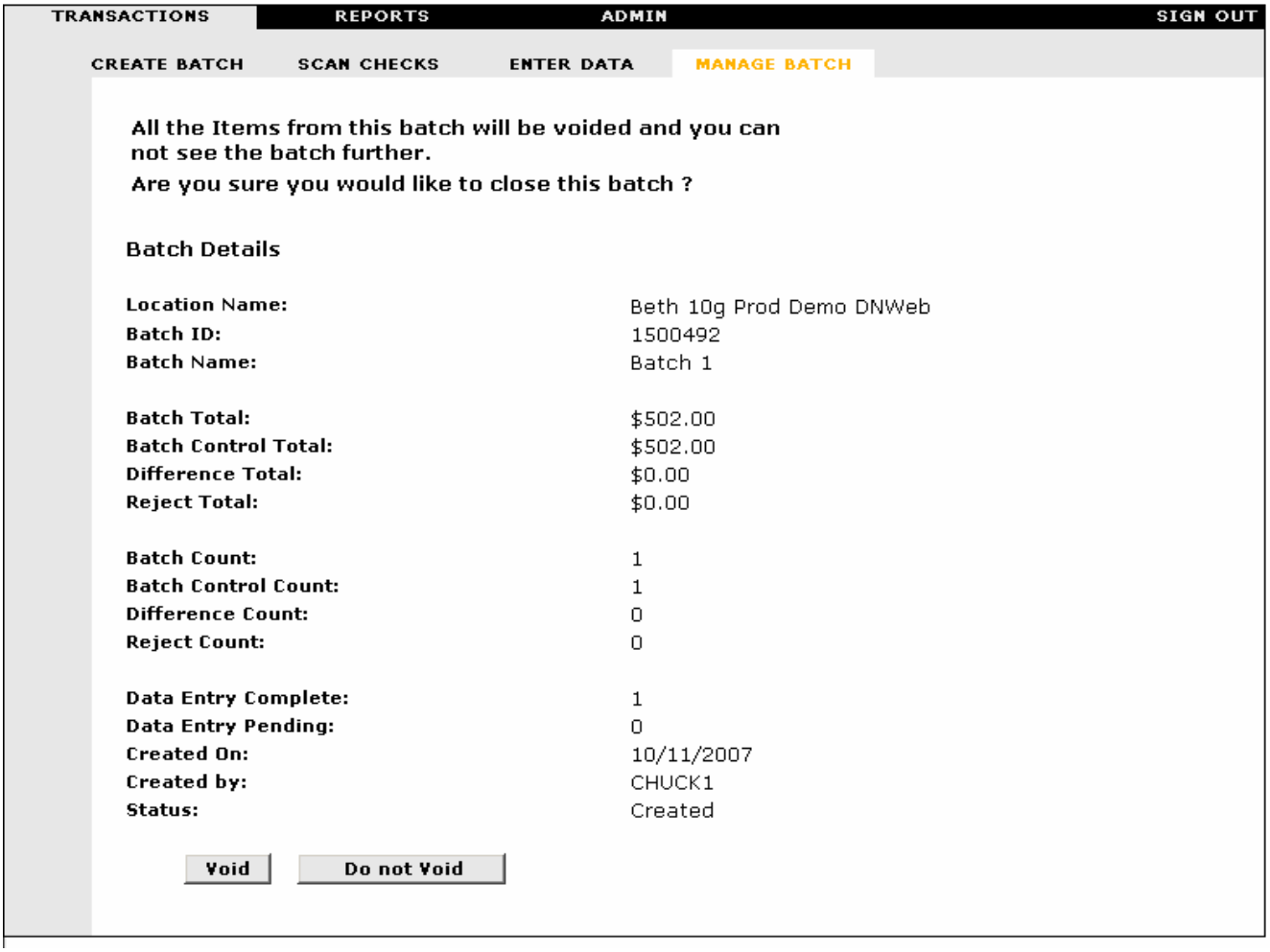


To remove the batch, select the **Void Batch** button. You will be taken to the **VOID BATCH CONFIRMATION** page.

VOID BATCH CONFIRMATION

Upon selecting the **Void Batch** button from the BATCH DETAILS page, the **VOID BATCH CONFIRMATION** page will be displayed.

Once a batch is voided, the items it contained, if any, are permanently deleted and cannot be retrieved.



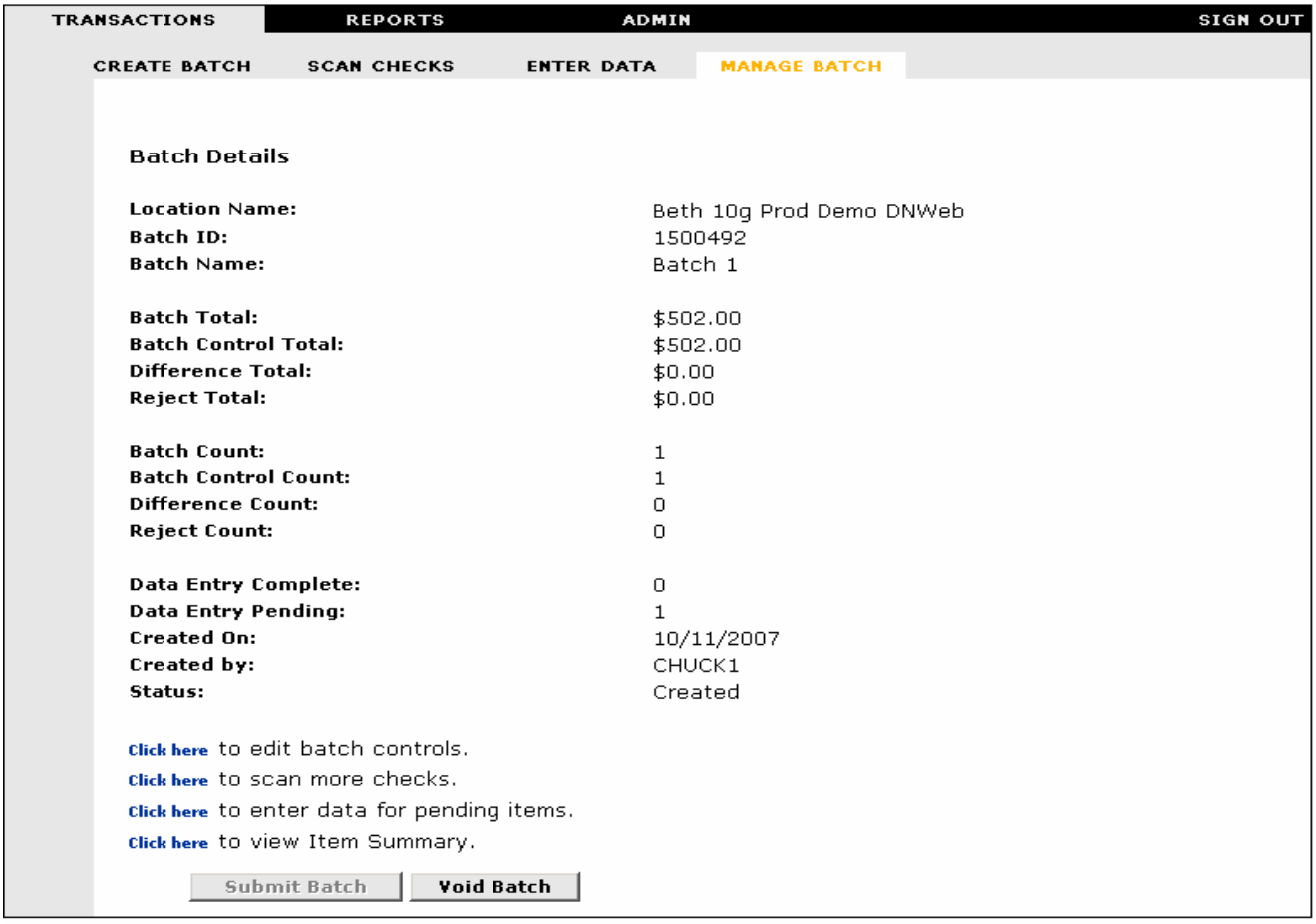
To confirm removal of the batch select the **Void** button. Once the batch is voided you will be returned to the **BATCH SUMMARY** page.

If you decide not to void the batch select the **Do not Void** button. You will be returned to the **BATCH DETAILS** page.

BATCH DETAILS (Pending Items)

The BATCH DETAILS page for batches which have items pending data entry has the following links:

- **Click here** to edit batch controls. (You will be taken to the **Batch Control Totals** page.)
- **Click here** to scan more checks. (You will be taken to the **SCAN CHECKS** page.)
- **Click here** to enter data for pending items. (You will be taken to the **ENTER DATA** page.)
- **Click here** to view Item Summary. (You will be taken to the **ITEM SUMMARY** page.)

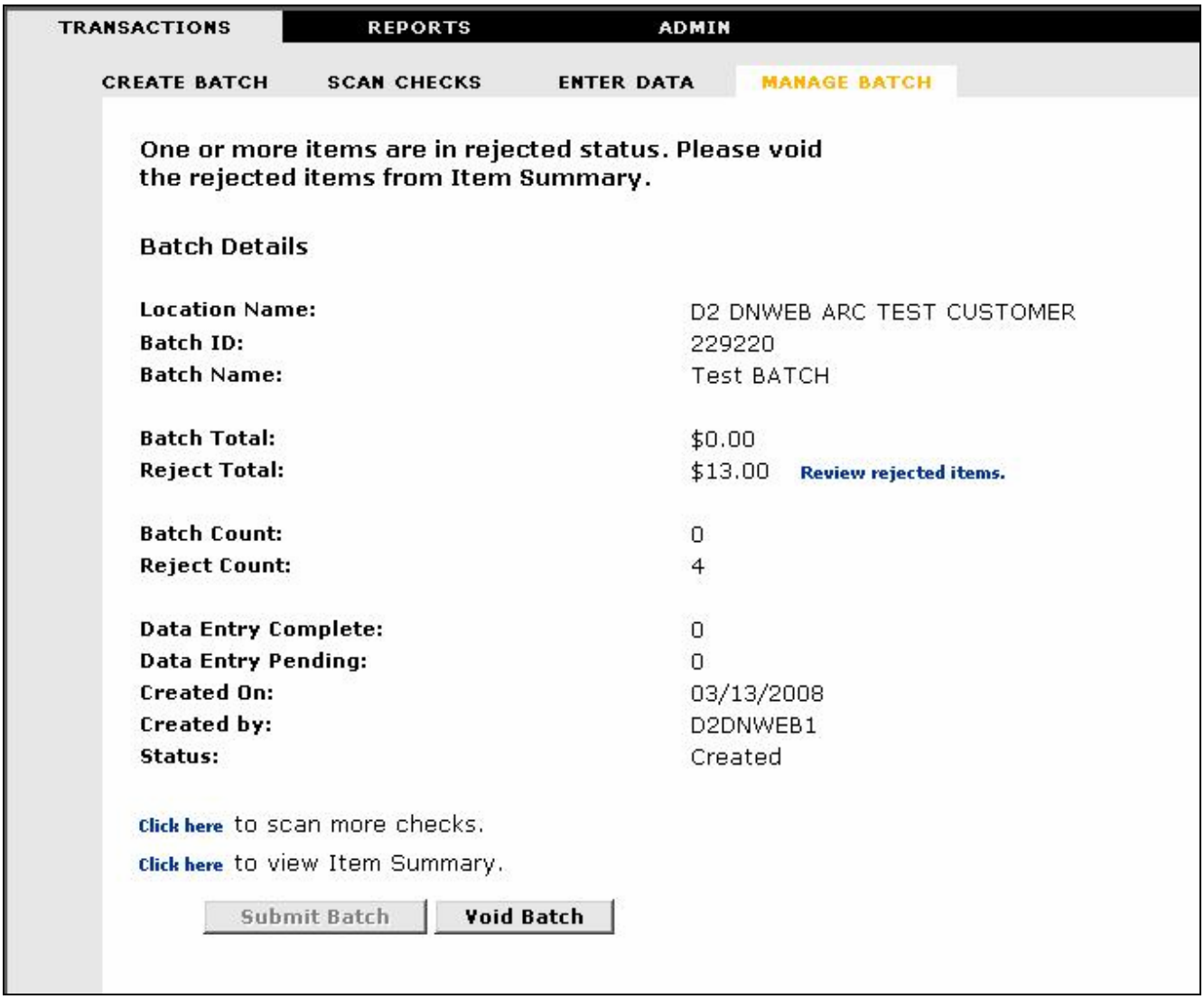


To remove the batch, select the **Void Batch** button. You will be taken to the **VOID BATCH CONFIRMATION** page.

BATCH DETAILS (Rejected Items)

The BATCH DETAILS page for batches which have Item status as Rejected that are not submitted has the following links:

- **Click here** to edit batch controls. (This will appear if the location has Control Totals enabled. You will be taken to the **Batch Control Totals** page.)
- **Click here** to scan more checks. (You will be taken to the **SCAN CHECKS** page.)
- **Click here** to enter data for pending items. (This will appear if the batch has any pending items. You will be taken to the **ENTER DATA** page.)
- **Click here** to view Item Summary. (You will be taken to the **ITEM SUMMARY** page.)



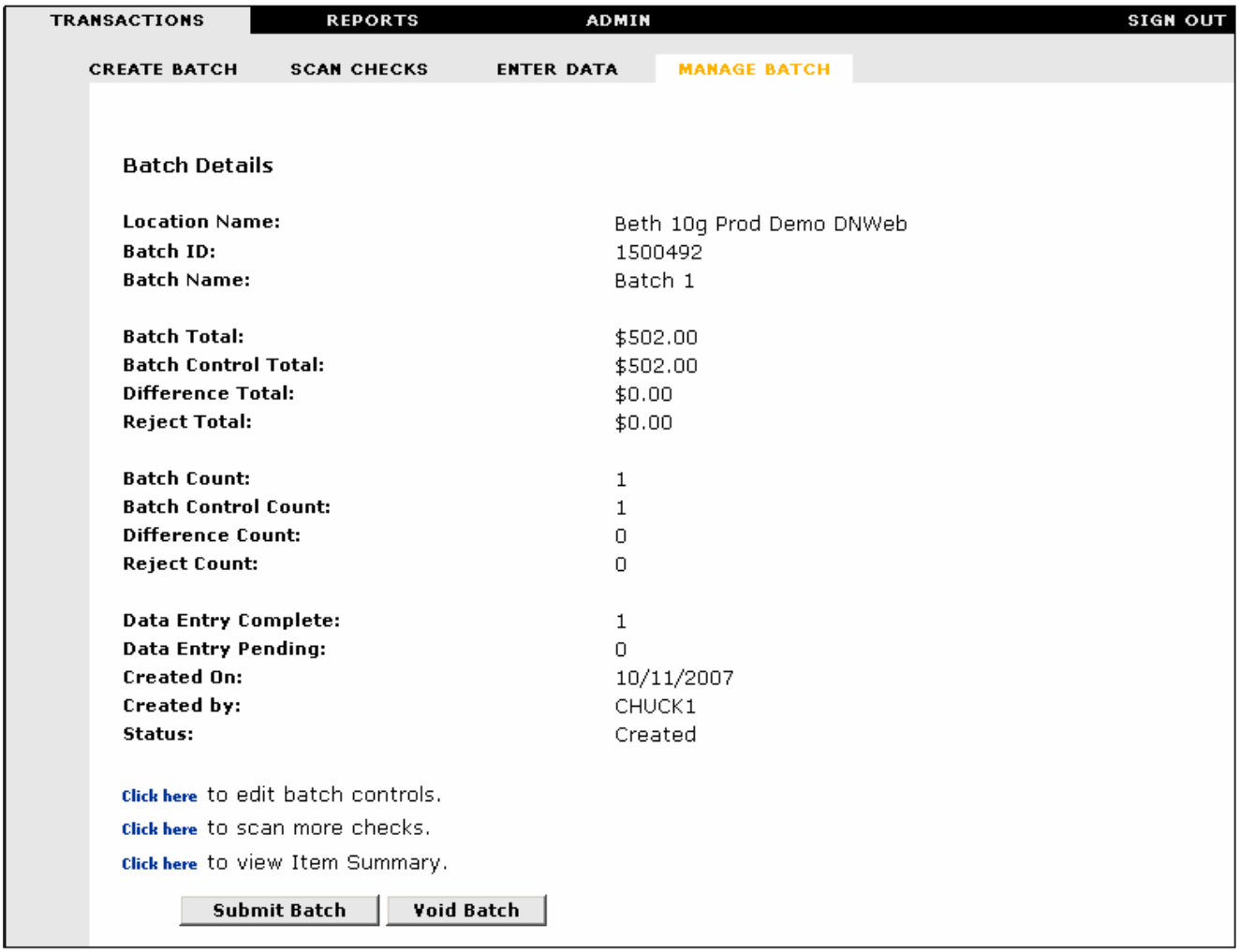
To review the rejected items, select **Review rejected items** button. You will be taken to the **ITEM SUMMARY** page with only the Rejected Items listed. These items need to be voided or rescanned if rejected due to MICR failure.

To remove the batch, select the **Void Batch** button. You will be taken to the **VOID BATCH CONFIRMATION** page.

BATCH DETAILS (Completed Items)

The BATCH DETAILS page for batches which have data entry complete for all items but which are not yet submitted displays the following links:

- **Click here** to edit batch controls. (You will be taken to the **Batch Control Totals** page.)
- **Click here** to scan more checks. (You will be taken to the **SCAN CHECKS** page.)
- **Click here** to view Item Summary. (You will be taken to the **ITEM SUMMARY** page.)

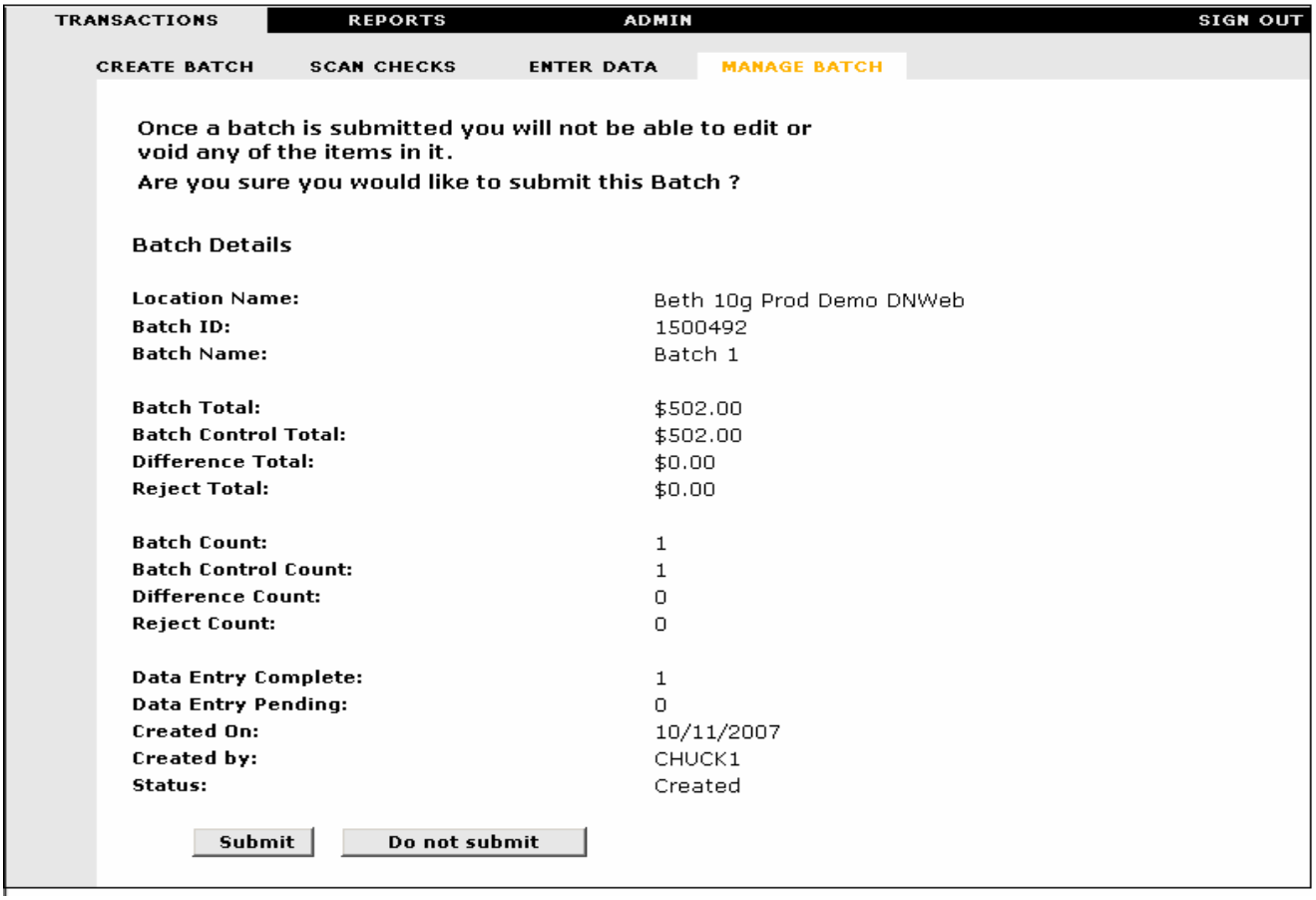


To remove the entire batch, select the **Void Batch** button. You will be taken to the **VOID BATCH CONFIRMATION** page.

To submit the batch for processing, select the **Submit Batch** button. You will be taken to the **SUBMIT BATCH CONFIRMATION** page.

SUBMIT BATCH CONFIRMATION

The SUBMIT BATCH CONFIRMATION page asks you to confirm your submission. Once a batch is submitted it cannot be modified or deleted.

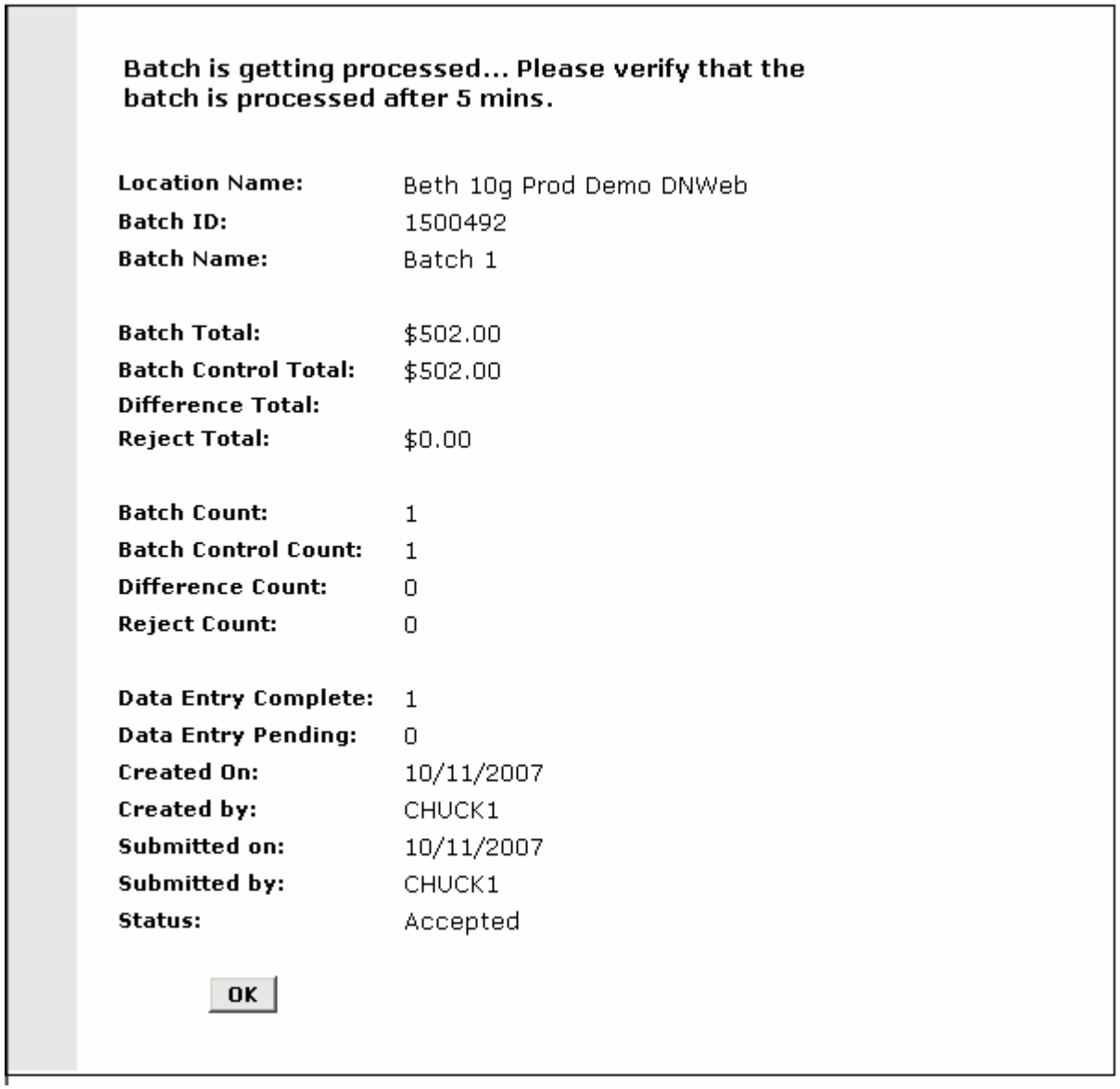


To confirm submission of the batch, select the **Submit** button. Once the batch is submitted you will be taken to the **SUBMITTED BATCH** page, and the batch status will have changed to Accepted. The status will again be updated once the batch has been processed. You will be returned to the **BATCH DETAILS** page.

To cancel submission of the batch, select the **Do Not Submit** button. You will be returned to the **BATCH DETAILS** page.

SUBMITED BATCH

Once a batch is submitted you will be presented with the **SUBMITED BATCH** page.

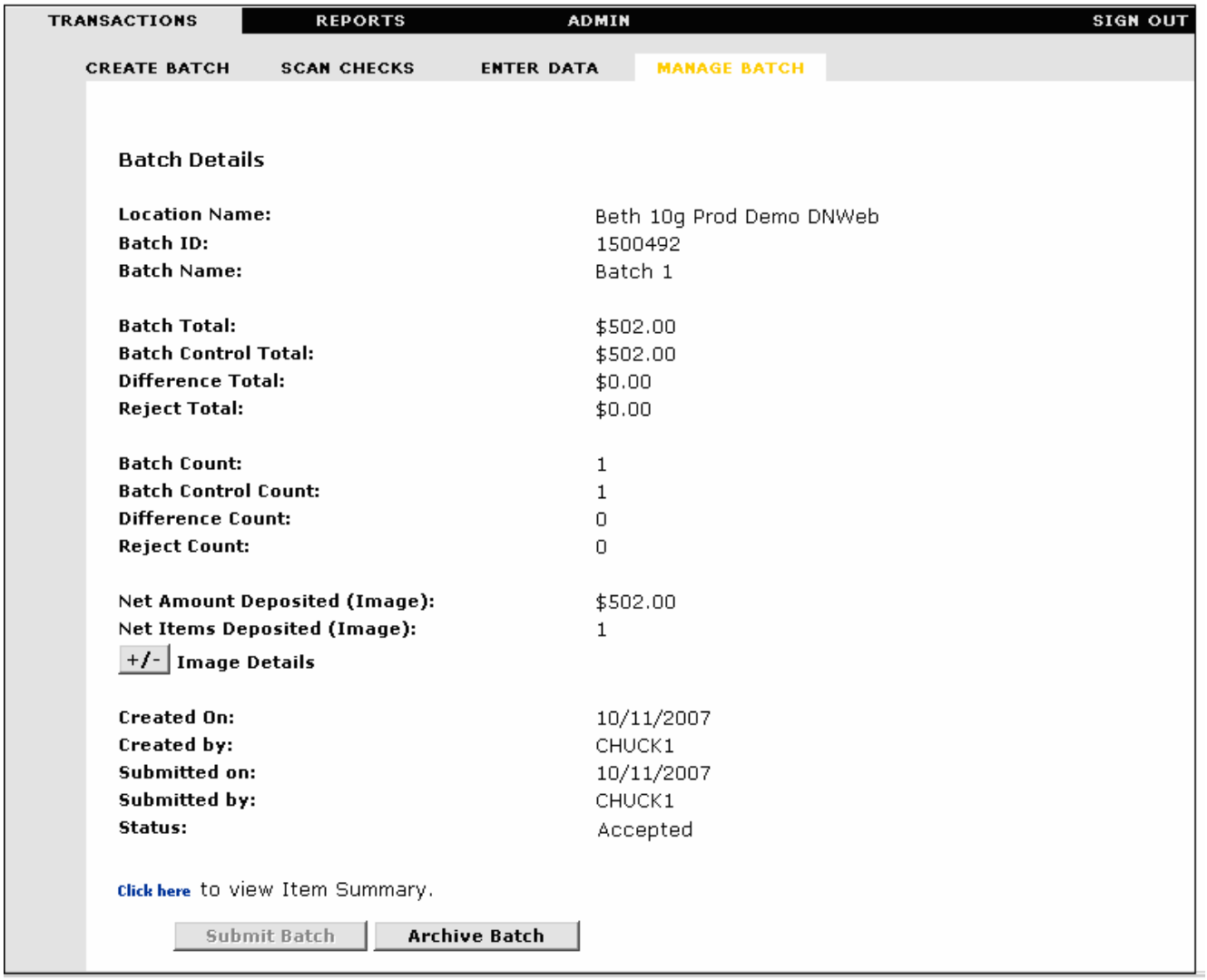


Select the **OK** button to return to the **BATCH DETAILS** page.

BATCH DETAILS (Accepted Items)

The Batch Detail page for batches which have the status 'Accepted' displays the following link:

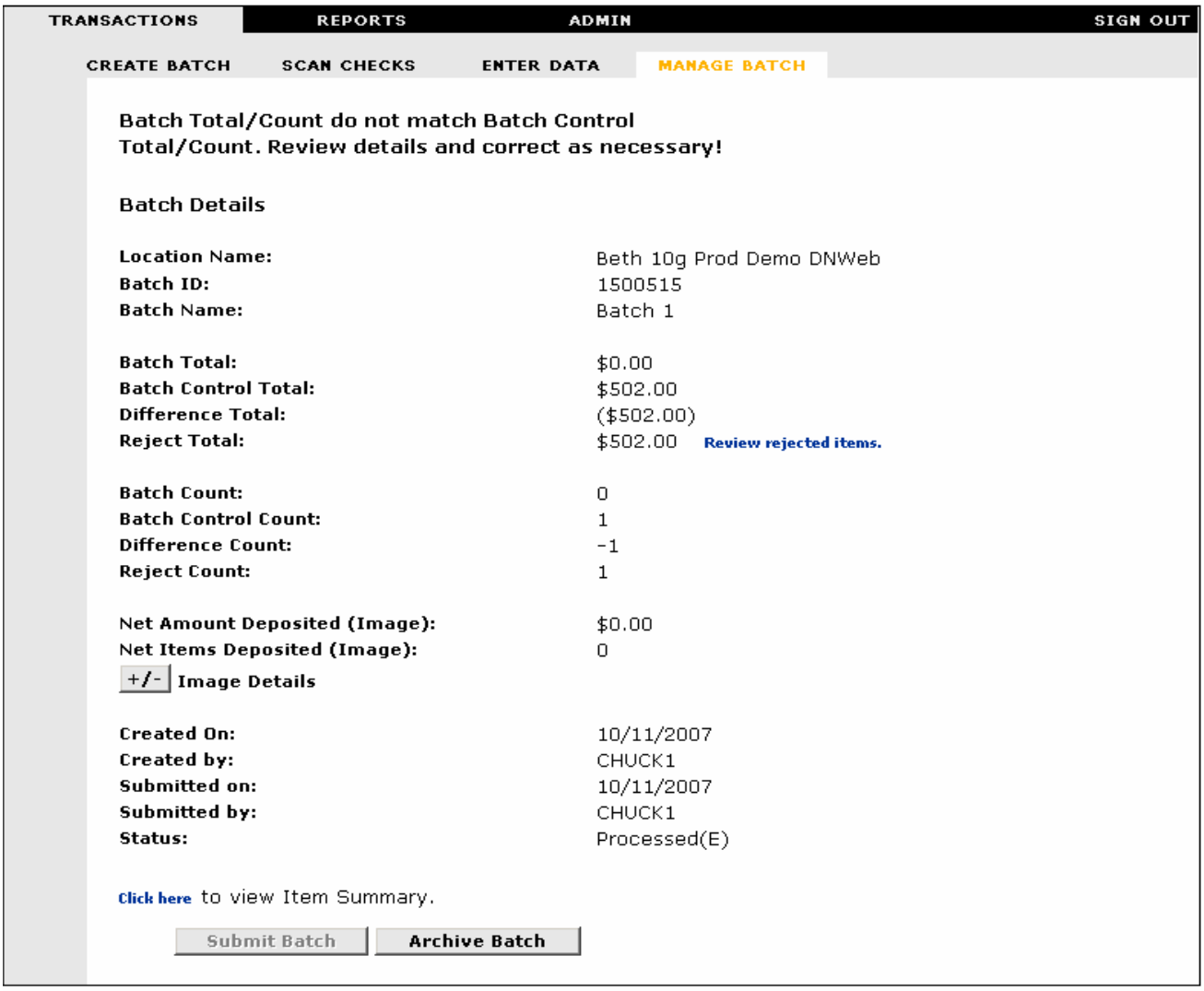
- **Click here** to view Item Summary (You will be taken to the **ITEM SUMMARY** page.)



BATCH DETAILS (Processed Items)

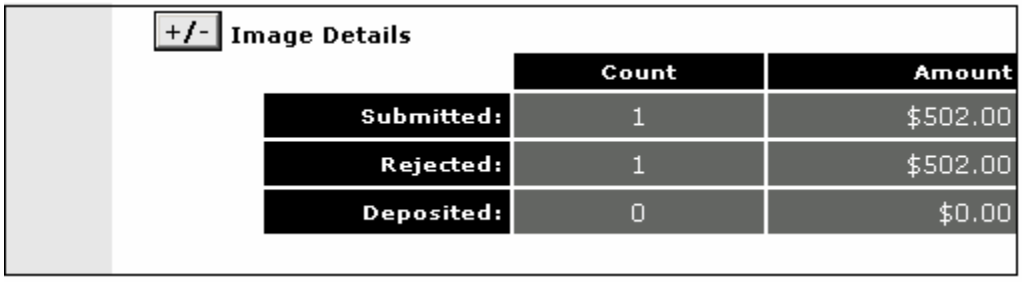
The Batch Detail page for batches which have been processed displays the following link:

- **Review rejected items** (This link is available next to the Reject Total and only if there are any rejected items in the batch. Selecting the link will take you the **ITEM SUMMARY** page for the rejected items.)
- **Click here** to view Item Summary (You will be taken to the **ITEM SUMMARY** page for all items in the batch.)



Note: If a client is configured to accept only one transaction type (ACH or IMAGE) only the appropriate totals and details will be displayed.

Select the +/- button for **ACH Details** or **Image Details** to display the total Count and Amount of Submitted, Rejected and Deposited Items for the respective transaction type.



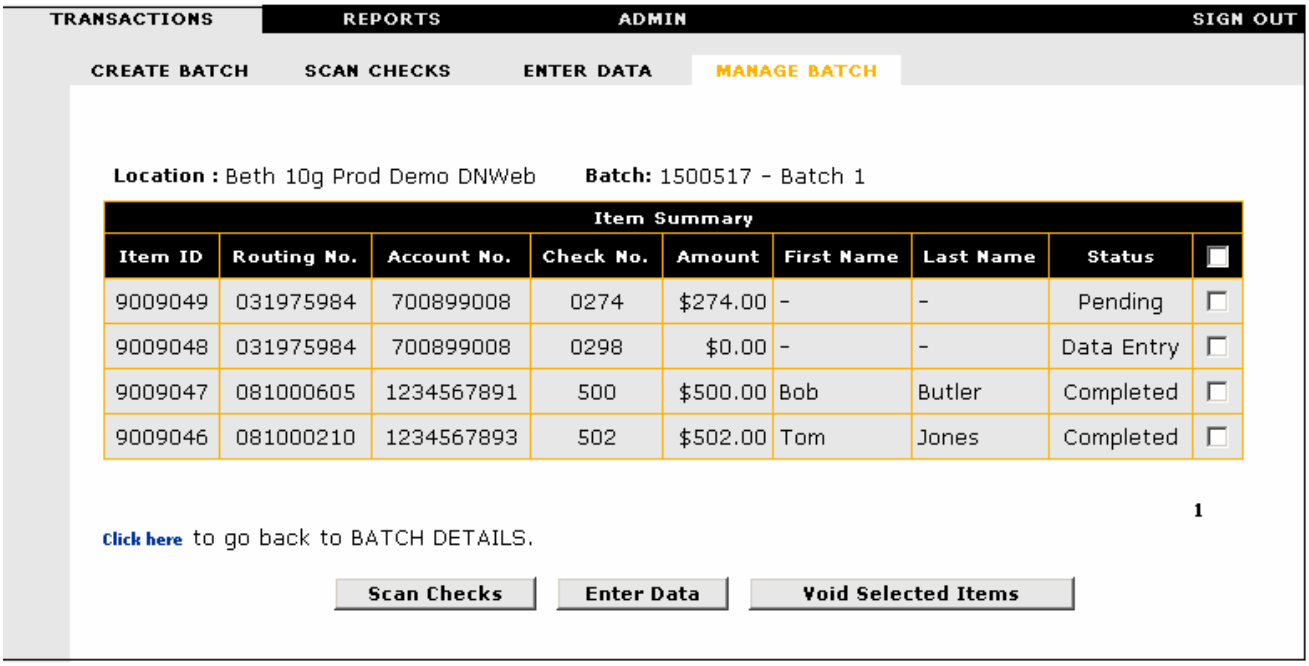
Select the +/- button again to collapse the table.

ITEM SUMMARY

The **ITEM SUMMARY** page may be accessed by selecting the '**Click here** to view Item Summary' link on the **BATCH DETAIL** page. The user will be presented with a table of the items that comprise the batch.

The Item Summary displays the following information for each item, if available:

- Item ID
- Routing
- Account No.
- Check No.
- Amount
- First Name
- Last Name
- Status


TRANSACTIONS
REPORTS
ADMIN
SIGN OUT
CREATE BATCH
SCAN CHECKS
ENTER DATA
MANAGE BATCH
Location : Beth 10g Prod Demo DNWeb
Batch: 1500517 - Batch 1
Item Summary
Item ID | Routing No. | Account No. | Check No. | Amount | First Name | Last Name | Status
9009049 | 031975984 | 700899008 | 0274 | $274.00 | - | - | Pending
9009048 | 031975984 | 700899008 | 0298 | $0.00 | - | - | Data Entry
9009047 | 081000605 | 1234567891 | 500 | $500.00 | Bob | Butler | Completed
9009046 | 081000210 | 1234567893 | 502 | $502.00 | Tom | Jones | Completed
1
Click here to go back to BATCH DETAILS.
Scan Checks
Enter Data
Void Selected Items

The following link is available:

- **Click here** to go back to BATCH DETAILS. (You will be taken to the **BATCH DETAILS** page.

To scan additional checks for this batch, select the **Scan Checks** button. (You will be taken to the **SCAN CHECKS** page.)

If there are any items pending data entry, select the **Enter Data** button. (You will be taken to the **ENTER DATA** page.)

To void items select the corresponding checkbox ( ), then select the **Void Selected Items** button. (You will be taken to the **VOID ITEM CONFIRMATION** page.)

Note: You may select all the items at once by selecting the checkbox ( ) in the header row. The selection is used for voiding only.

You may use the **<<First, <Previous, 1, 2, 3, …, Next>, Last>>** links, displayed according to the number of items in the batch and depending on the page you are in, to page through the list of items conveniently.

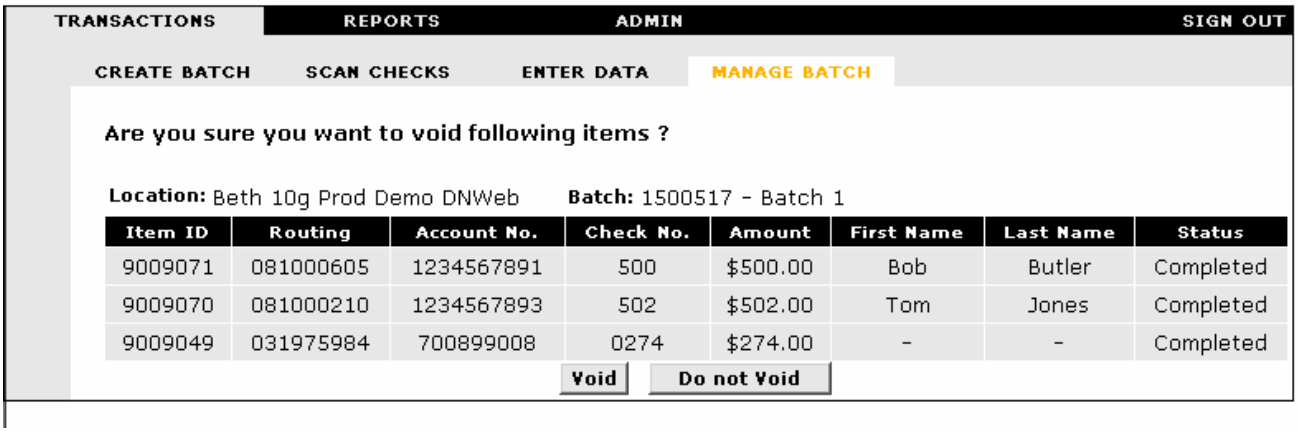
Select the row for a particular item to go to its ITEM DETAIL page.

Table 7: Item Statuses

Status	Description
Completed	The item has all required data.
Data Entry	The item is pending data entry before it may be submitted.
Pending	The item is queue behind a data entry item.
Processed	The item has been submitted and accepted.
Rejected	The item has been rejected. Rejected Items are displayed in **red text** for easy recognition.

VOID ITEM CONFIRMATION

The VOID ITEM CONFIRMATION page lists all the items that have been selected for voiding:

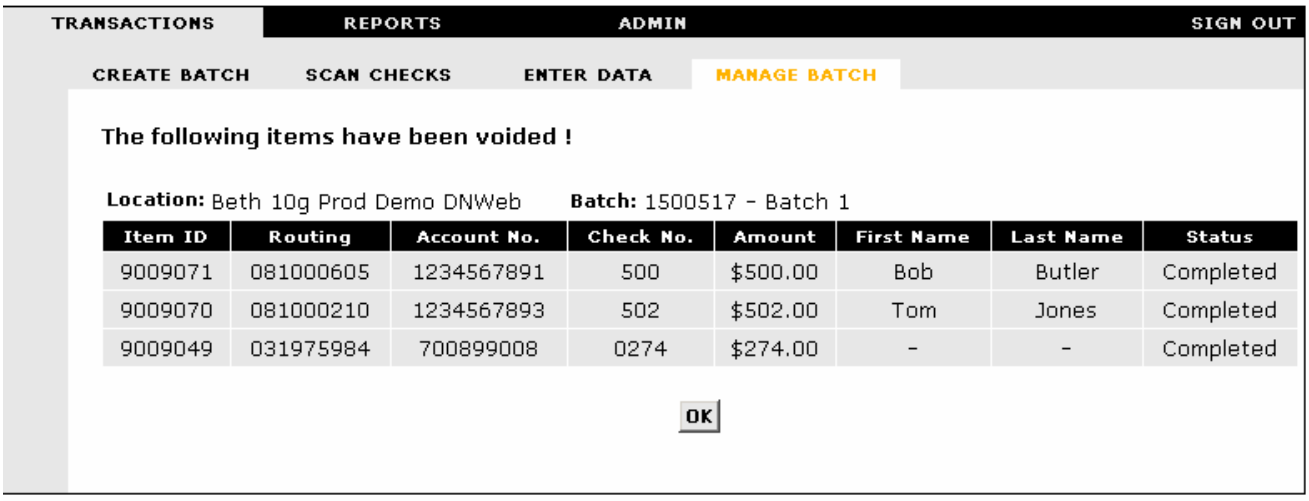

TRANSACTIONS
REPORTS
ADMIN
SIGN OUT
CREATE BATCH
SCAN CHECKS
ENTER DATA
MANAGE BATCH
Are you sure you want to void following items ?
Location: Beth 10g Prod Demo DNWeb
Batch: 1500517 - Batch 1
Item ID | Routing | Account No. | Check No. | Amount | First Name | Last Name | Status
9009071 | 081000605 | 1234567891 | 500 | $500.00 | Bob | Butler | Completed
9009070 | 081000210 | 1234567893 | 502 | $502.00 | Tom | Jones | Completed
9009049 | 031975984 | 700899008 | 0274 | $274.00 | - | - | Completed
Void
Do not Void

Click the **Void** button to remove the displayed items from the batch. (You will be taken to the **VOIDED ITEMS** page.)

Click the **Do not Void** button to return to the **ITEM SUMMARY** page.

VOIDED ITEMS

The VOIDED ITEMS page lists the items that have been removed from the batch:


TRANSACTIONS
REPORTS
ADMIN
SIGN OUT
CREATE BATCH
SCAN CHECKS
ENTER DATA
MANAGE BATCH
The following items have been voided !
Location: Beth 10g Prod Demo DNWeb
Batch: 1500517 - Batch 1
Item ID | Routing | Account No. | Check No. | Amount | First Name | Last Name | Status
9009071 | 081000605 | 1234567891 | 500 | $500.00 | Bob | Butler | Completed
9009070 | 081000210 | 1234567893 | 502 | $502.00 | Tom | Jones | Completed
9009049 | 031975984 | 700899008 | 0274 | $274.00 | - | - | Completed
OK

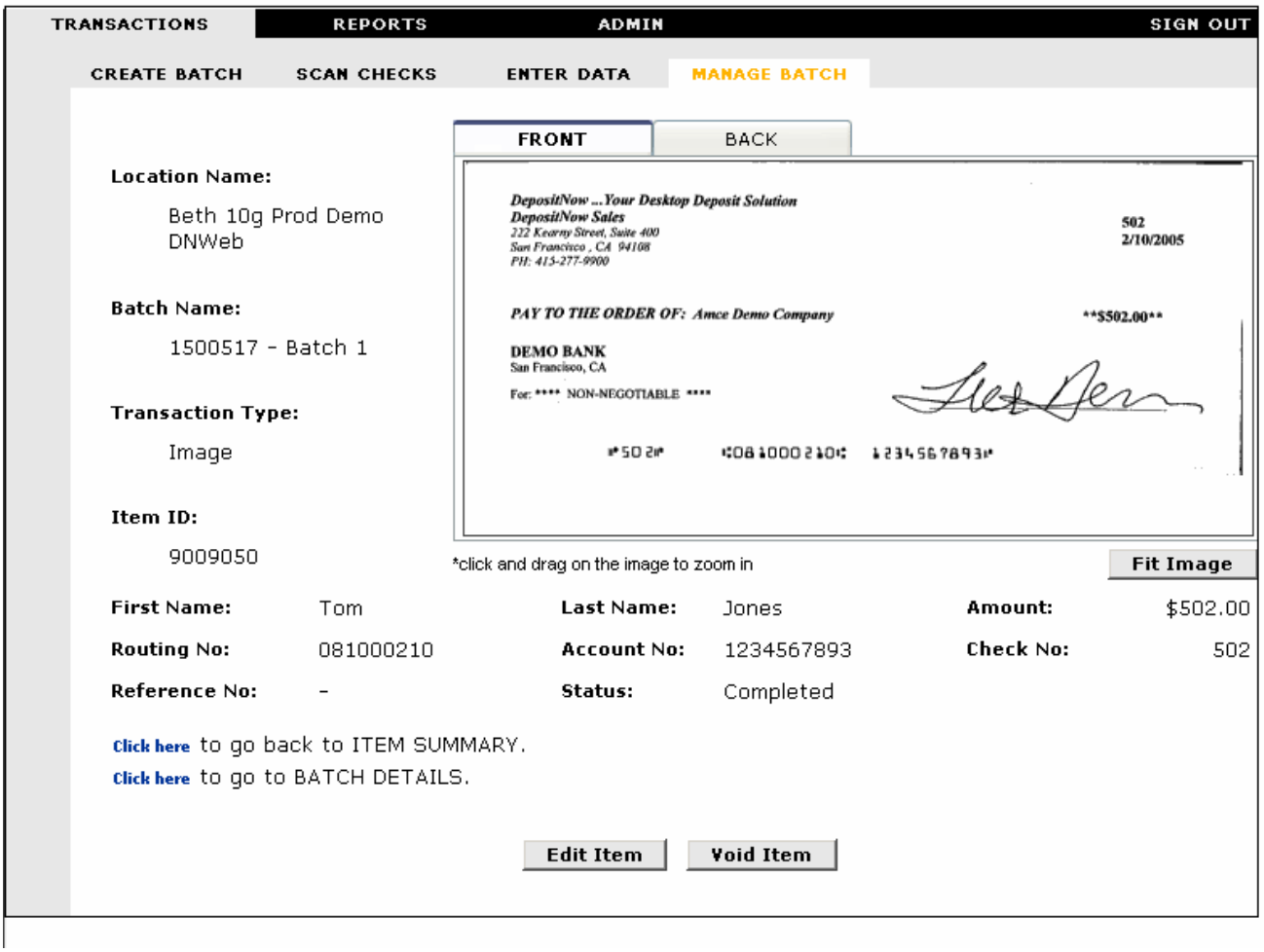
Click the **OK** button to return to the **ITEM SUMMARY** page. The voided items will no longer exist in the list.

ITEM DETAIL

The **ITEM DETAIL** page is presented after selecting an item from the **ITEM SUMMARY** page. This page contains the images of the check, as well as all required and optional data fields for this location.

The following links are available on the ITEM DETAIL page:

- **Click here** to go back to ITEM SUMMARY. (You will be taken to the **ITEM SUMMARY** page.)
- **Click here** to go to BATCH DETAILS. (You will be taken to the **BATCH DETAILS** page.)



To edit the data associated with this item, select the **Edit Item** button. (This button will be disabled for items that have already been submitted.) You will be taken to the **EDIT ITEM** page.

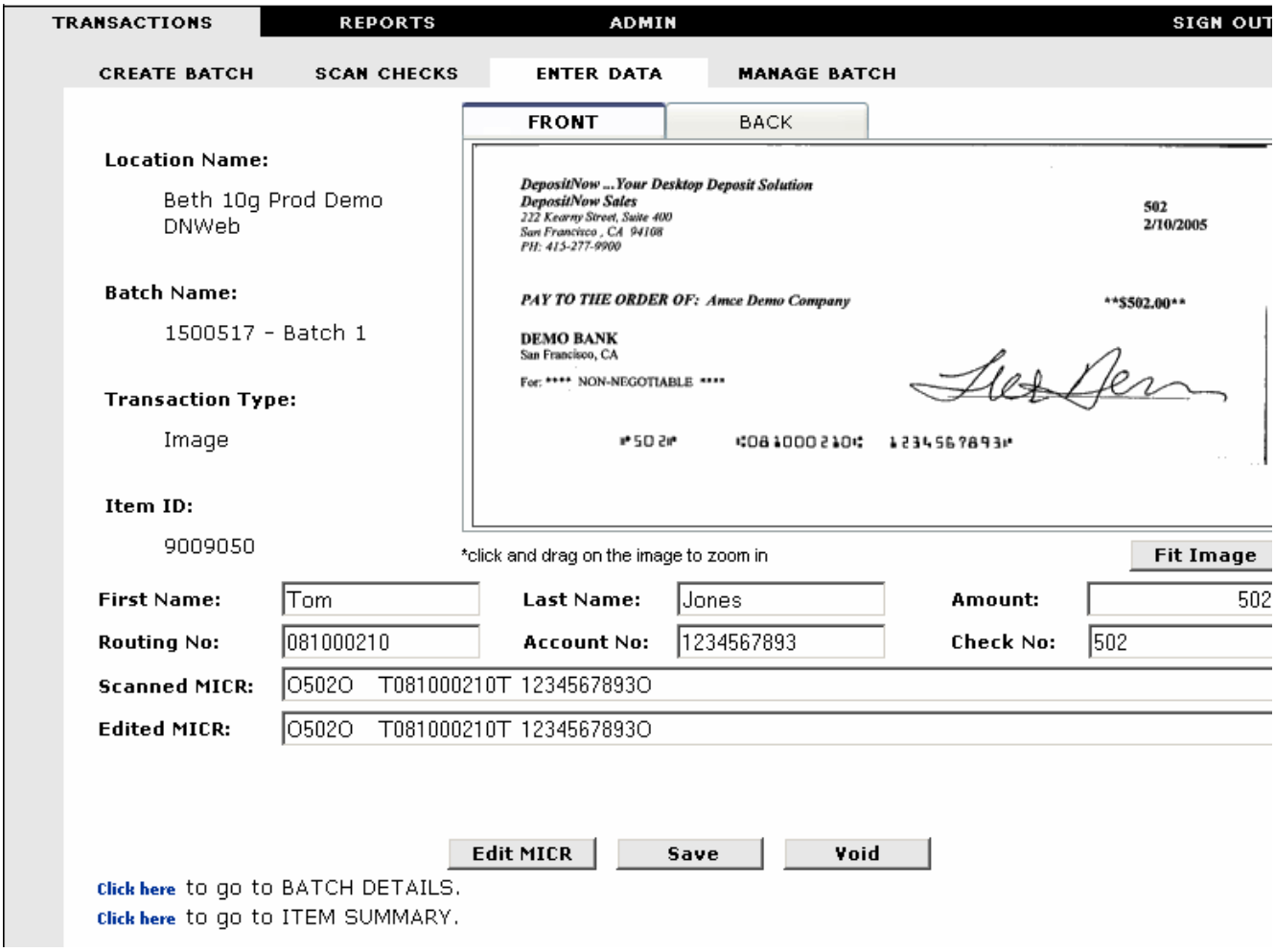
To void the item, select the **Void Item** button. (This button will be disabled for items that have already been submitted.) You will be taken to the **VOID ITEM CONFIRMATION** page.

EDIT ITEM

Upon selecting the **Edit Item** button on the **ITEM DETAIL** page, you will be presented with the **EDIT ITEM** page. Any edits done on this page are subject to the same validations performed on the **ENTER DATA** page.

The EDIT ITEM page displays the following links:

- **Click here** to go to BATCH DETAILS. (You will be taken to the **BATCH DETAILS** page.)
- **Click here** to go to ITEM SUMMARY. (You will be taken to the **ITEM SUMMARY** page.)



If you wish to edit the MICR, select **Edit MICR.** (See **Editing MICR** for more details.)

If the MICR parsing fails while scanning, Rescan button will appear here. (See **RESCAN** for further details.)

To save changes to the data associated with this item select the **Save** button. (You will be taken to the **ITEM SUMMARY** page which will display the updated details for the item.)

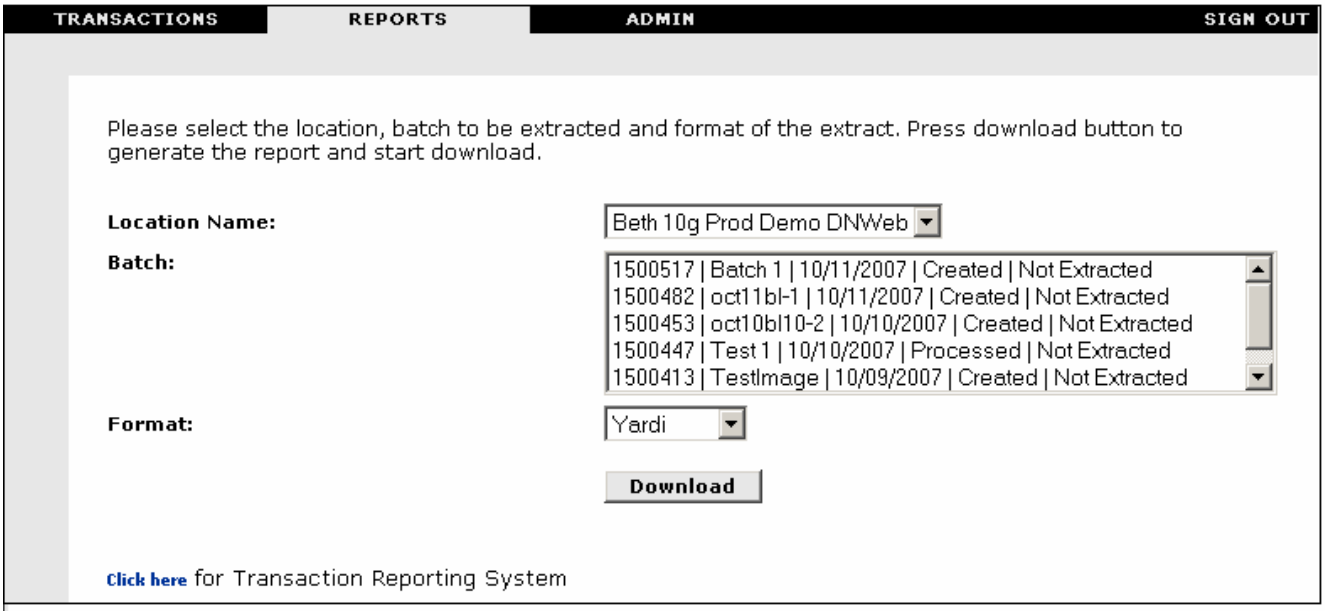
Select the **Void** button to void the item.

Chapter 7: Reports

DepositNow! Web provides the ability to download extracts in four formats (See Appendix A for report specifications). You may access these by selecting the **REPORTS** tab.

Once presented with the **REPORTS** page select the location for which a report is desired from the **Location Name** drop down menu. All submitted batches will be displayed within the **Batch** window. Each report row will contain the following:

- Batch ID
- Batch Name
- Batch submission date
- Batch Status
- Extract Status
    - Not Extracted : Reports with this status have not been previously downloaded
    - Extracted : Reports with this status have been previously downloaded


TRANSACTIONS
REPORTS
ADMIN
SIGN OUT
Please select the location, batch to be extracted and format of the extract. Press download button to generate the report and start download.
Location Name:
Beth 10g Prod Demo DNWeb
Batch:
1500517 | Batch 1 | 10/11/2007 | Created | Not Extracted
1500482 | oct11bl-1 | 10/11/2007 | Created | Not Extracted
1500453 | oct10bl10-2 | 10/10/2007 | Created | Not Extracted
1500447 | Test 1 | 10/10/2007 | Processed | Not Extracted
1500413 | TestImage | 10/09/2007 | Created | Not Extracted
Format:
Yardi
Download
Click here for Transaction Reporting System

Select a **Location Name** and select the desired batch(es) from the **Batch** window. (You may select multiple batches by holding the CTRL or SHIFT key while selecting each row.)

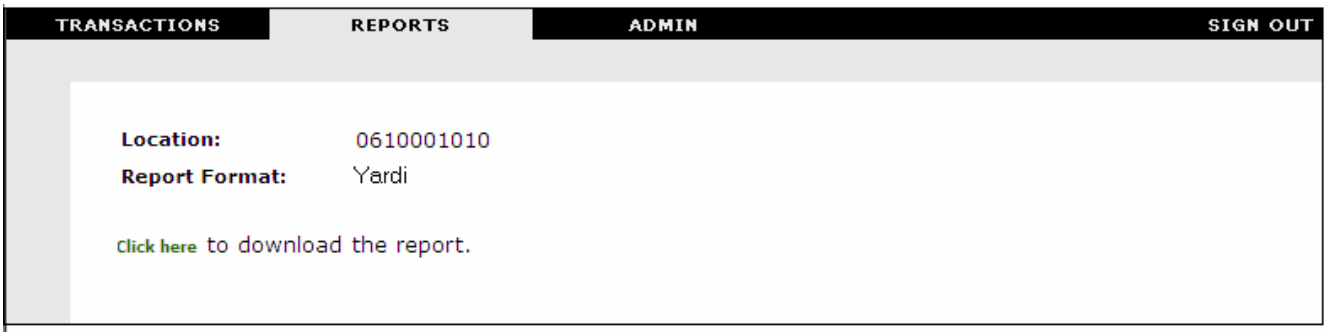
Select a report format from the **Format** drop down menu.

To download the desired report, select the **Download** button. (You will be taken to the **REPORT DOWNLOAD** page.)

You may access the server transaction level inquiry tool NetCheck directly from DepositNow! Web by selecting the '**Click here** for Transaction Reporting System' link. The NetCheck site will be opened in a new browser window. (See separate NetCheck User Guide for functionality.)

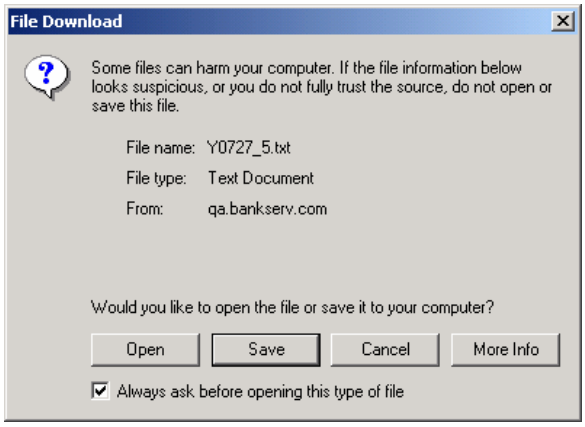
REPORT DOWNLOAD

The **REPORT DOWNLOAD** page displays the selected Location and Report Format.



To download the report, select the '**Click here** to download the report' link.

Depending on your web browser security settings you may receive a File download notification such as the one below:


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: Y0727_5.txt
File type: Text Document
From: qa.bankserv.com
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

To view the report directly from the DepositNow! Web website, select the **Open** button. (Reports in the Yardi format will be displayed within the default text editor of the user's computer.
To save the report to a local drive select the **Save** button.

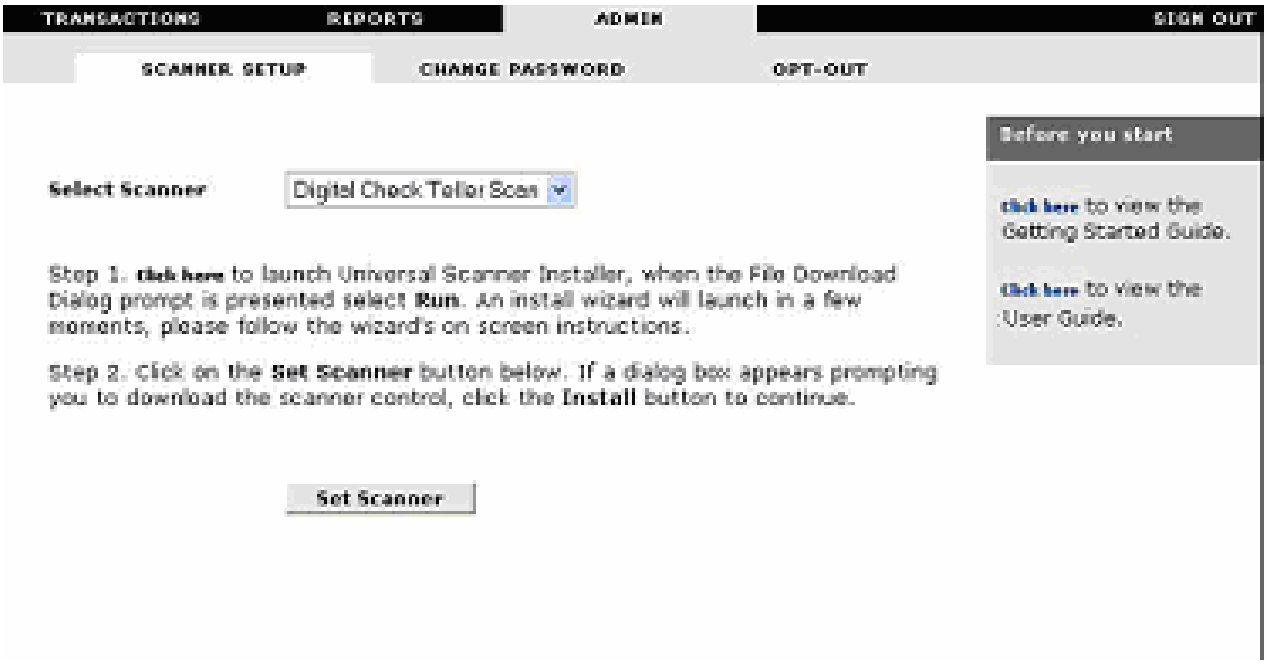
To return to the REPORT DOWNLOAD page without accessing the report, select the **Cancel** button.

Select the **More Info** button to access your browser's help files regarding downloading files from the internet.

Chapter 8: Administration

SCANNER SETUP

To access the SCANNER SETUP page select the **ADMIN** tab, then the **SCANNER SETUP** tab.


TRANSACTIONS
REPORTS
ADMIN
SIGN OUT
SCANNER SETUP
CHANGE PASSWORD
OPT-OUT
Before you start
Select Scanner
Digital Check Teller Scan
Step 1. click here to launch Universal Scanner Installer, when the File Download Dialog prompt is presented select Run. An install wizard will launch in a few moments, please follow the wizard's on screen instructions.
Step 2. Click on the Set Scanner button below. If a dialog box appears prompting you to download the scanner control, click the Install button to continue.
Set Scanner
click here to view the Getting Started Guide.
click here to view the User Guide.

Select your scanner from the **Select Scanner** dropdown menu.

Table 8: List of Scanners

Scanner Name	Remarks
RDM Scanner	
MagTek Excella or STX	
SB1000	Default Scanner
RDM	
Panini Scanner	
Digital Check Teller Scan	

On the **Setting up scanner** section on the right of the page, select the '**Click here** to view manual'.

Depending on the scanner you have selected, follow the procedures below:

Step 1: **Click here** to launch Universal Scanner Installer, when the File Download Dialog prompt is presented select **Run**. An install wizard will launch in a few moments, please follow the wizard's on screen instructions.

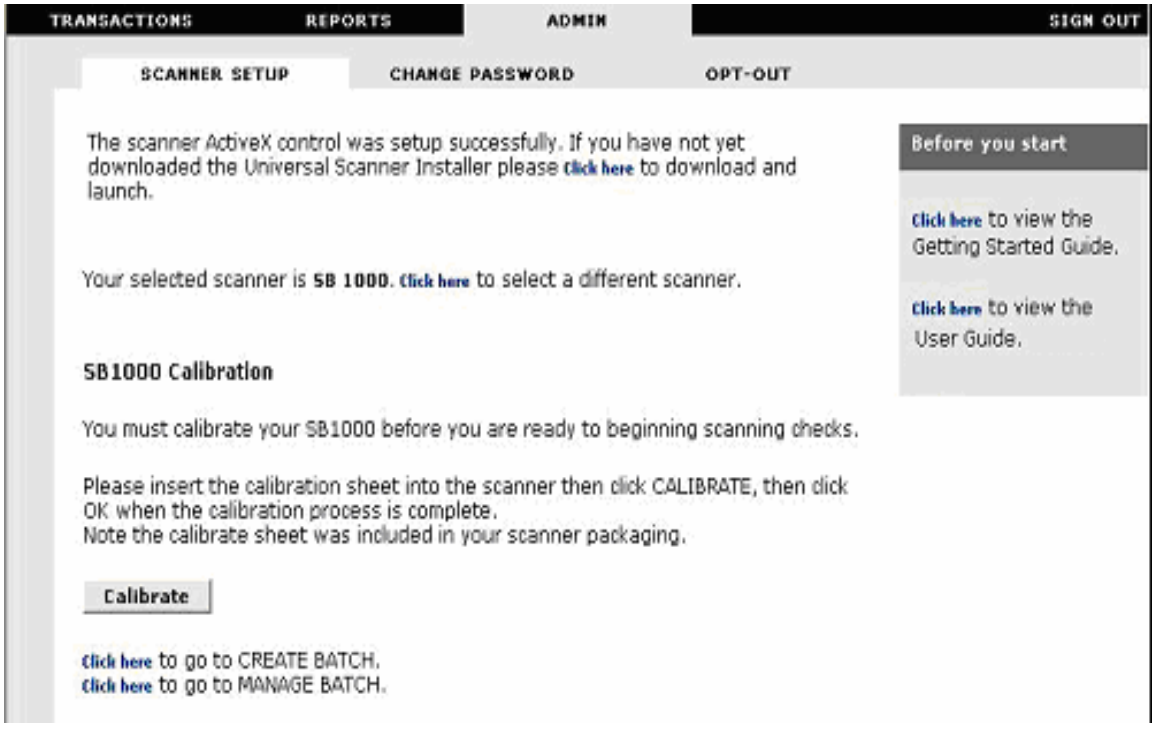
Step 2: **Click here** to launch OCR Plugin. *(Required and available only for SB1000)*

Step 3: Click on the **Set Scanner** button below. If a dialog box appears prompting you to download the scanner control, click the **Install** button to continue.

After the scanner setup is complete, you will receive the **SCANNER SETUP COMPLETE** page.

SCANNER SETUP COMPLETE

Once the scanner is successfully setup, you will be displayed the SCANNER SETUP COMPLETE page. Note that this page is specific to the scanner you have setup.


TRANSACTIONS
REPORTS
ADMIN
SIGN OUT
SCANNER SETUP
CHANGE PASSWORD
OPT-OUT
The scanner ActiveX control was setup successfully. If you have not yet downloaded the Universal Scanner Installer please Click here to download and launch.
Your selected scanner is SB 1000. Click here to select a different scanner.
SB1000 Calibration
You must calibrate your SB1000 before you are ready to beginning scanning checks.
Please insert the calibration sheet into the scanner then click CALIBRATE, then click OK when the calibration process is complete.
Note the calibrate sheet was included in your scanner packaging.
Calibrate
Click here to go to CREATE BATCH.
Click here to go to MANAGE BATCH.
Before you start
Click here to view the Getting Started Guide.
Click here to view the User Guide.

The following links are available on the page:

- **Click here** to download and launch. (You will be presented with the File Download Dialog prompt to download Universal Scanner Installer)
- **Click here** to select a different scanner. (You will be taken to the **SCANNER SETUP** page.)
- **Click here** to go to CREATE BATCH. (You will be taken to the **CREATE BATCH** page.
- **Click here** to go to MANAGE BATCH. (You will be taken to the **BATCH SUMMARY** page.)

SB1000 CALIBRATION

If you have setup the **SB1000** scanner, you need to calibrate your scanner before beginning to scan checks.

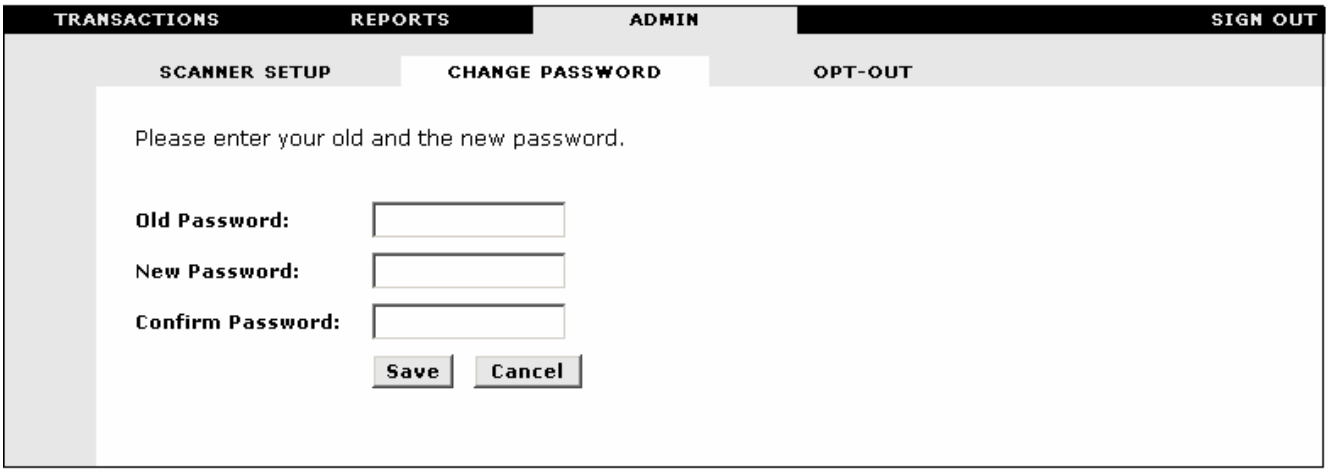
Follow the procedures below for calibration:

- Connect your SB1000 scanner
- Insert the calibration sheet
- Select the **Calibrate** button
- Once calibration is complete, you will receive the following message.

- Click **OK.**

PASSWORD

To access the Change Password page, select the **ADMIN** tab, then the **CHANGE PASSWORD** tab.



Note: This page will be automatically displayed the first time you log into DepositNow! Web , or if the password has been reset. You will also be periodically forced to change your password.

To change your password:

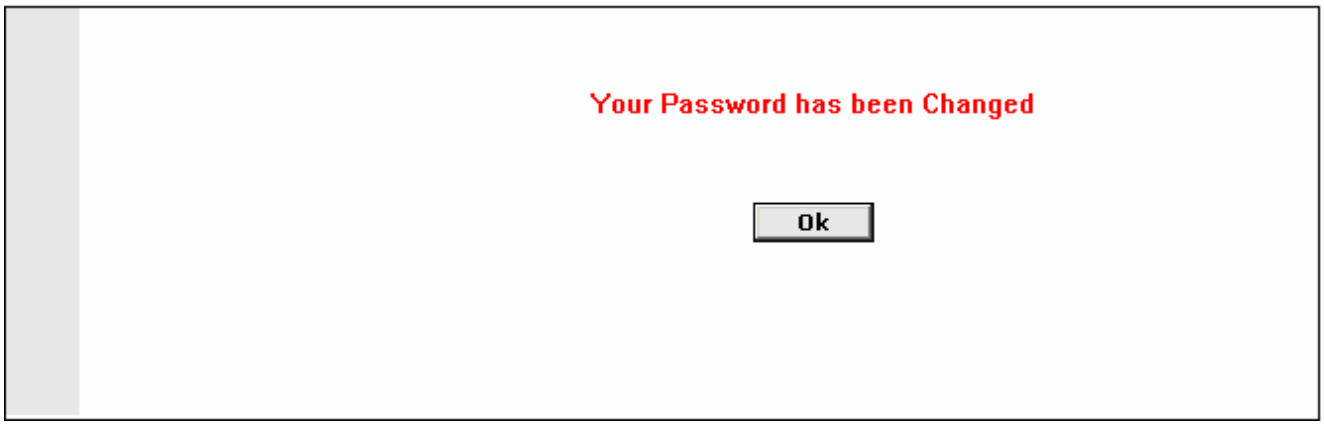
- Enter your old password in the **Old Password** field.
- Enter your new password in both the **New Password** and the **Confirm Password** fields. *(Note: All passwords must be at least 8 characters long.)*
- Select the **Save** button.

To leave the CHANGE PASSWORD page without changing your password select the **Cancel** button. You will be presented with the **CREATE BATCH** page.

Upon saving your new password you will be presented with the **PASSWORD CHANGED** page.

PASSWORD CHANGED

Once a password is successfully changed, the PASSWORD CHANGED page appears:

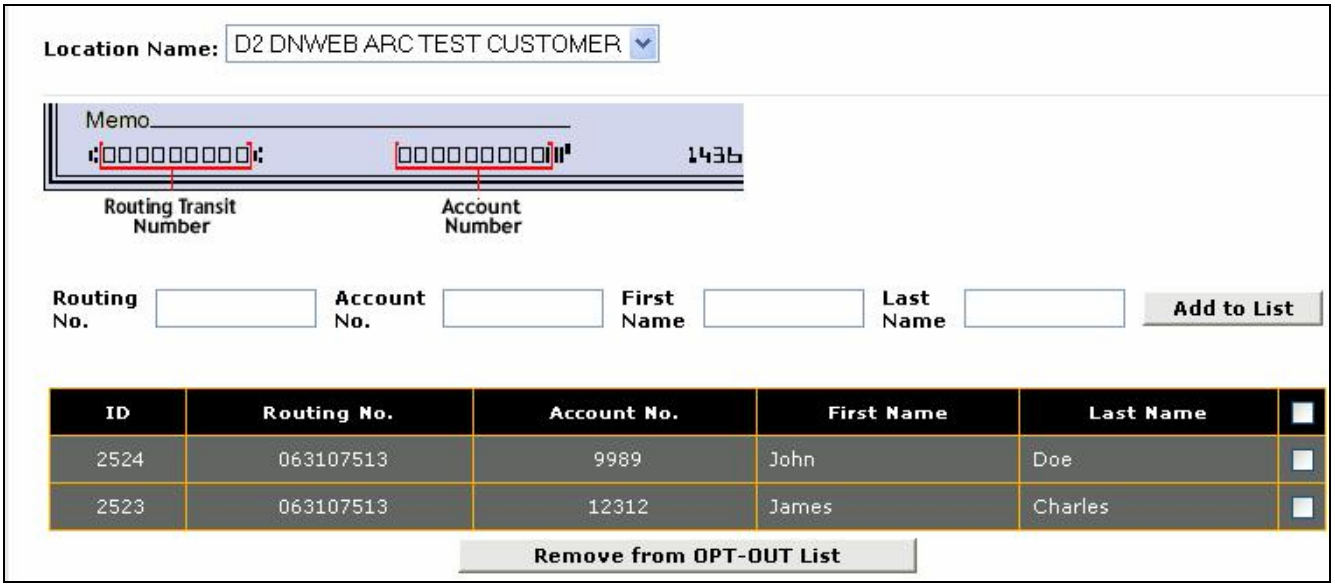


Select the **OK** button to proceed to the **CREATE BATCH** page.

OPT-OUT

ACH processing rules for check conversion require that a consumer be given the option not to have their check converted to an ACH transaction. To ensure compliance with this rule DepositNow! Web provides the ability to maintain a list of clients whose checks should not be converted to an ACH transaction. Note the "Opt-Out" feature applies to ACH conversion only; there are no "Opt-Out" requirements for Check 21 Check conversion. This means that ACH "Opt Out" items will be processed as Image items if the end user is configured to process both ACH and Image.

To access the opt-out list for a particular location select the **ADMIN** tab, then select a location from the **Location Name** dropdown menu. The user will be provided with a list of all routing and account number combinations belonging to customers that have chosen not to participate in electronic payments.



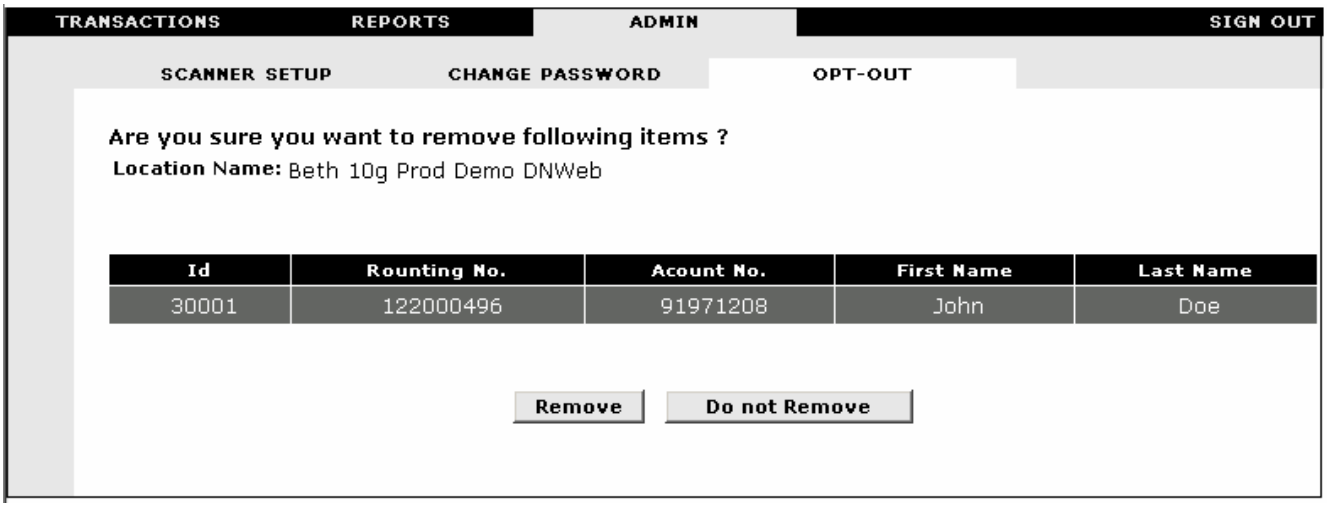
Adding to the OPT-OUT list

To add a customer to the opt-out list, enter the Routing No. and Account No. in the fields provided. Optionally, you may also enter the customer's first and last name. Then select the **Add to List** button.

Removing an account from the OPT-OUT list

To remove one or more customer accounts from the opt-out list, select their corresponding checkbox ☑ and select the **Remove from OPT-OUT List** button.

You will be presented with the **OPT-OUT CONFIRMATION** page. All opt-out items selected for removal will be displayed.



To remove the displayed item(s) from the opt-out list select the **Remove** button.

To return to the OPT-OUT page without removing the displayed items select the **Do not Remove** button.

STOP FILTER

This function is currently unavailable.

Appendix A: Report Format Specifications

DepositNow! Web - Report Formats

DepositNow! Web provides five report formats available for download:

- Posting File – CSV
- Posting File – Pipe
- Posting File – Tab
- Yardi

All are text files. All fields, except amount fields, are delimited by commas and enclosed in quotations.

Posting File Report Format

Table 10: Posting File Report Format

Field Name	Contents	Type
Batch ID	DepositNow! Web assigned sequence #	N
Batch Name	DepositNow! Web Batch Name associated with Item	AN
Item Number	DepositNow! Web assigned item number	N
Entry Date	Transaction entry date. Format MMDDYY 24:00	AN
Processed Date	Transaction process date. Format MMDDYY 24:00	AN
Depositor ID	Server assigned Depositor ID	AN
Reference Number	Server assigned reference number.	N
Transaction type	ACH = ARC C21=Image	AN
Routing Transit Number	Bank Routing Transit number parsed from check micr line	AN
Payor Account Number	Payor Account Number parsed from the check micr line.	AN
Item Serial Number	Serial number parsed from check micr line.	AN
Amount	Format dollars and cents 99.99	N
Last name	Last name; value as input/entered	AN
First name	First name; value as input/entered	AN
Created by	DepositNow! Web User Name that performed Data Entry	AN
Submitted by	DepositNow! Web User Name that submitted the Batch	AN
Item Status	Item Status: ACHed Imaged Resubmitted Charged back Rejected If Item Status = “Charged back” or	AN

	"Resubmitted" the record will include the Return Code and the Return Description these fields will be blank for other statuses.	
Customer X-Reference Field	Value of the Customer X-Reference field (Third Party X Ref field)	AN
Return Reason Code	The Return Code associated with a Charged back or Resubmitted Item. *Note: For Rejected items this field will be blank.*	AN
Return/Reject Description	Text description for the Reject or Return Reason Code associated with a Charged back or Resubmitted Item.	A
Optional field 1 Label (user defined)	Optional Fields 1 – Value as input by end user	AN
Optional field 2 Label (user defined)	Optional Fields 2 – Value as input by end user	AN
Optional field 3 Label (user defined)	Optional Fields 3 – Value as input by end user	AN
Optional field 4 Label (user defined)	Optional Fields 4 – Value as input by end user	AN
Optional field 5 Label (user defined)	Optional Fields 5 – Value as input by end user	AN
Optional field 6 Label (user defined)	Optional Fields 6 – Value as input by end user	AN
Optional field 7 Label (user defined)	Optional Fields 7 – Value as input by end user	AN
Optional field 8 Label (user defined)	Optional Fields 8 – Value as input by end user	AN
Optional field 9 Label (user defined)	Optional Fields 9 – Value as input by end user	AN
Optional field 10 Label (user defined)	Optional Fields 10 – Value as input by end user	AN

Note: Each record will be terminated by new line character ('\n').

Yardi Output Report Format

Table 9: Yardi Output Report Format

Field Name	Format
Tenant ID	AN (must begin with a T)
Amount	AN (up to 10 characters for dollars and, if present, a decimal point and up to 2 characters for cents)
Date Processed	N (MMDDYYYY)
Check Number	N(always greater than 100)
Blank Field (future use)	

Note: Requires specific configuration setup.

Sample Yardi Output

"T5677282", 1000.5,"02172004","2001",""
"T7798769", 925,"02172004","2002",""
"T6847968", 1100,"02172004","2003",""
"T8827966", 1150.75,"02172004","2004",""

ACH Item Return Codes and Descriptions

Table 10: ACH Item Return Codes and Descriptions

Code	Description
R01	Insufficient Funds
R02	Account Closed
R03	No Account/Unable to Locate Account
R04	Invalid Account Number
R05	Unauthorized debit to consumer account using corporate SEC code
R06	Returned per ODFI's Request
R07	Authorization Revoked by Customer (adjustment entries)
R08	Payment Stopped
R09	Uncollected Funds
R10	Customer Advises not Authorized (adjustment entries)
R11	Check Truncation Entry Return (RDFI to specify in addenda)
R12	Branch Sold to Another DFI
R13	RDFI not Qualified to Participate
R14	Account-holder Deceased
R15	Beneficiary Deceased
R16	Account Frozen
R17	File Record Edit Criteria
R18	Improper Effective Entry Date
R19	Amount Field Error
R20	Non-Transaction Account
R21	Invalid Company Identification
R22	Invalid Individual ID Number
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R25	Addenda Error

R26	Mandatory Field Error
R27	Trace Number Error
R28	Routing Number Check Digit Error
R29	Corporate Customer Advises not Authorized
R30	RDFI not Participant in Check Truncation Program
R31	Permissible Return Entry
R32	RDFI Non-settlement
R33	Return of XCK Entry
R34	Limited Participant DFI
R61	Misrouted Return
R62	Incorrect Trace Number
R63	Incorrect Dollar Amount

Image Item Return Codes and Descriptions

Table 11: Image Item Return Codes and Descriptions

Code	Description
A	Insufficient Funds
B	UCF - Uncollected Funds Hold
C	Stop Payment
D	Closed Account
E	UTLA - Unable to Locate Account
F	Frozen/Blocked Account
G	Stale Dated
H	Post Dated
I	Endorsement Missing
J	Endorsement Irregular
K	Signature(s) Missing
L	Signature(s) Irregular
M	Non-Cash Item (Non Negotiable)
N	Altered/Fictitious Item
O	Unable to Process (e.g. Mutilated Item)
P	Item Exceeded Dollar Limit
Q	Not Authorized
R	Branch/Account Sold (Wrong Bank)
S	Refer to Maker
T	Stop Payment Suspect
U	Unusable Image (Image could not be used for required business purpose)
V	Image fails security check
W	Cannot Determine Amount

Rejected Item Descriptions

Table 12: Rejected Item Descriptions

SN	Description
1	Check Number is too large
2	Generic Error (Cause by no Velocity Settings or missing/invalid location)
3	Invalid ABA
4	Consumer velocity violated. Check Amount exceeds the limit
5	Consumer velocity violated. Number of checks exceeds the limit.
6	Merchant velocity limit is exceeded
8	Duplicate Check
9	Merchant Configuration Error
10	Consumer velocity limit is exceeded

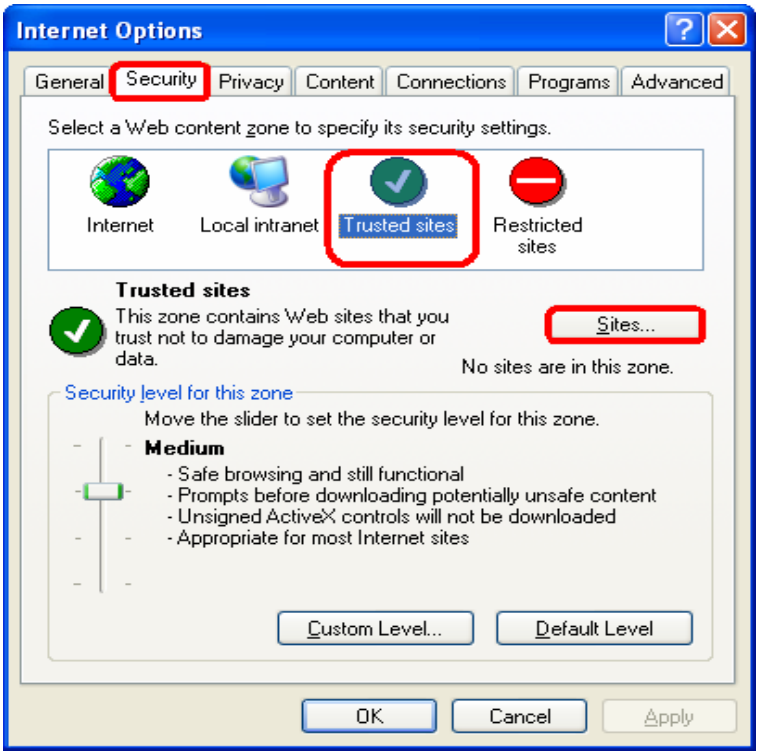
Appendix B: Internet Explorer Settings

Internet Explorer 6.0

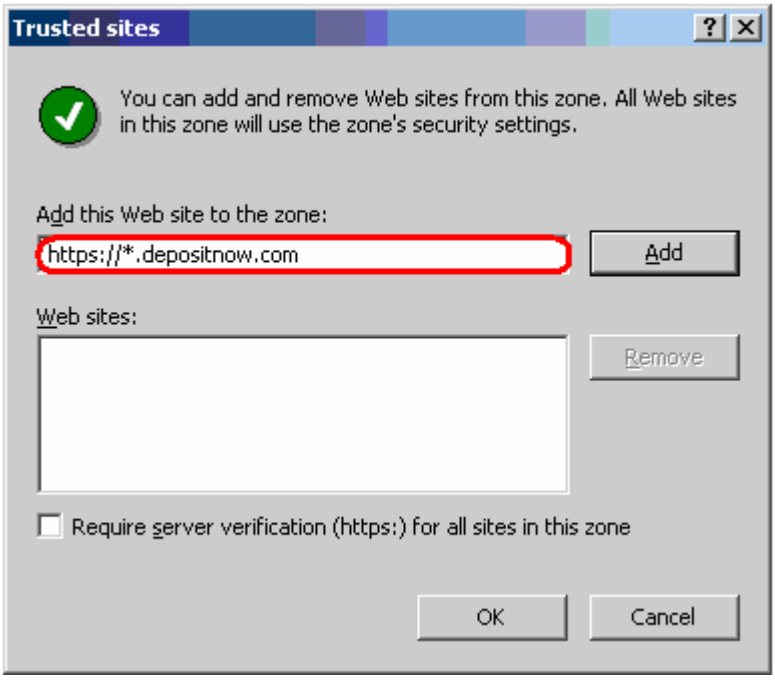
If you are using Internet Explorer 6.0, make sure settings are as follows so that you will be able to use DepositNow! Web:

Trusted Sites

- In Internet Explorer 6.0, select **Internet Options** from the **Tools** menu.
- Select the **Security** tab, highlight the **Trusted Sites** icon and select the **Sites** button.

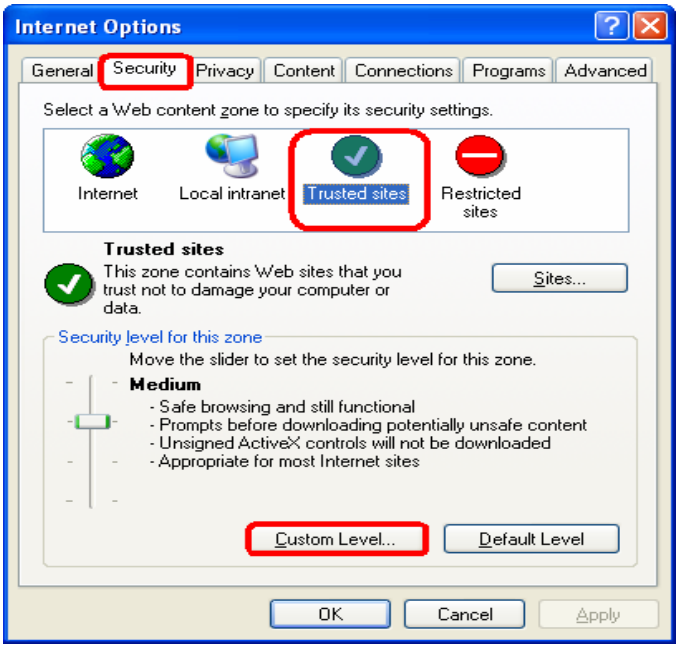


- Enter the DepositNow! Web website (https://*.depositnow.com/) and click the **Add** button, click **Close**.


Trusted sites
You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.
Add this Web site to the zone:
https://*.depositnow.com
Add
Web sites:
Remove
Require server verification (https:) for all sites in this zone
OK
Cancel

Security Settings for Trusted Sites

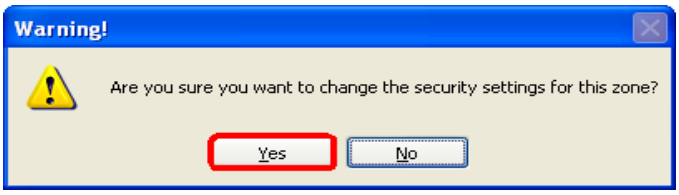
- In Internet Explorer 6.0, select **Internet Options** from the **Tools** menu.
- Select the **Security** tab, highlight the **Trusted Sites** icon and select the **Custom level…** button.



- Ensure that the settings in **ActiveX controls and plugins** match the settings below

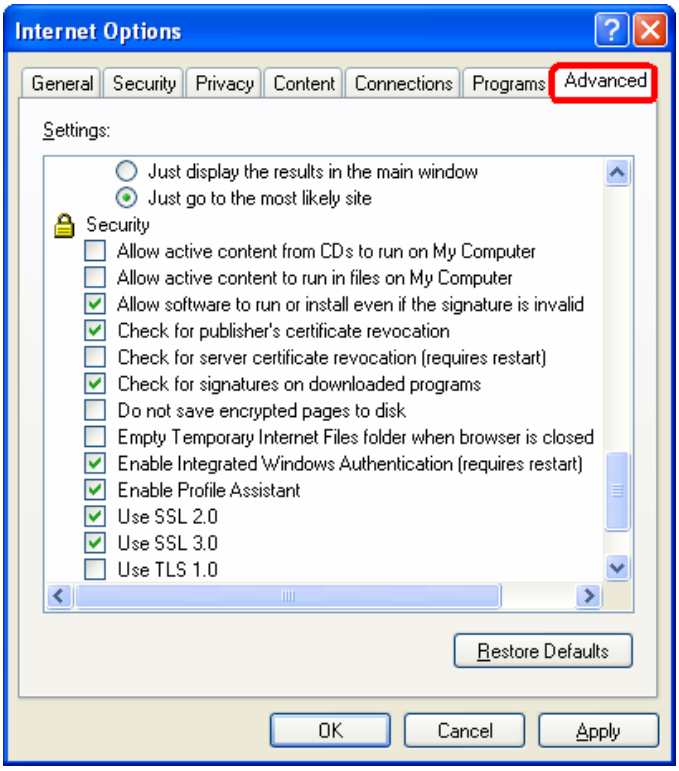
    - Allow previously unused ActiveX controls to run without prompting : "**Enable**"
    - Allow Scriptlets : "**Enable**"
    - Automatic prompting for ActiveX controls : "**Enable**"
    - Binary and Script behaviors : "**Enable**"
    - Download signed ActiveX controls : "**Enable**"
    - Run ActiveX controls and plug-ins : "**Enable**"
    - Script ActiveX controls marked safe for scripting* : "**Enable**"

- After you make the changes, select the **OK** button in the Internet Options window.
- When you receive the Warning window, select **Yes**.



Advanced Settings

- Select **Internet Options** from the **Tools** menu.
- Select the **Advanced** tab.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Settings:
Just display the results in the main window
Just go to the most likely site
Security
Allow active content from CDs to run on My Computer
Allow active content to run in files on My Computer
Allow software to run or install even if the signature is invalid
Check for publisher's certificate revocation
Check for server certificate revocation (requires restart)
Check for signatures on downloaded programs
Do not save encrypted pages to disk
Empty Temporary Internet Files folder when browser is closed
Enable Integrated Windows Authentication (requires restart)
Enable Profile Assistant
Use SSL 2.0
Use SSL 3.0
Use TLS 1.0
Restore Defaults
OK
Cancel
Apply

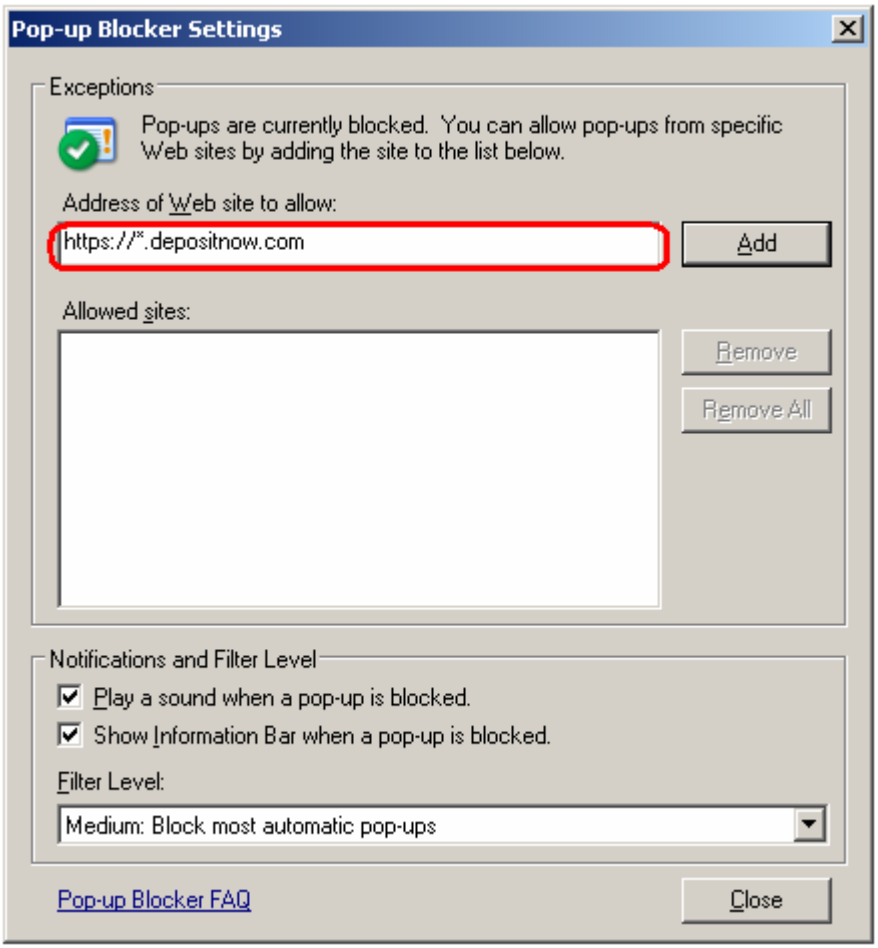
- Make sure the settings under **Security** match the following:
    - Allow active content to run in files on My Computer* : "**CHECKED"**
    - Check for publisher's certificate revocation : "**CHECKED"**

Pop-Up Blocker Settings

NOTE: Many users have more than one pop-up blocker. Each pop-up blocker is slightly different from the next. However, all pop-up blockers have a setting to allow pop-ups for a particular website. The DepositNow! Web website must be added to the "Allow Pop-Ups" section of each Pop-up blocker.

To edit the Pop-Up Blocker settings in Internet Explorer 6.0:

- Go to **Tools** >> **Pop-up Blocker** >> **Pop-up Blocker Settings**.
- Enter the DepositNow! Web URL (https://*.depositnow.com/) and select the **Add** button.


Pop-up Blocker Settings
Exceptions
Pop-ups are currently blocked. You can allow pop-ups from specific Web sites by adding the site to the list below.
Address of Web site to allow:
https://*.depositnow.com
Add
Allowed sites:
Remove
Remove All
Notifications and Filter Level
Play a sound when a pop-up is blocked.
Show Information Bar when a pop-up is blocked.
Filter Level:
Medium: Block most automatic pop-ups
Pop-up Blocker FAQ
Close

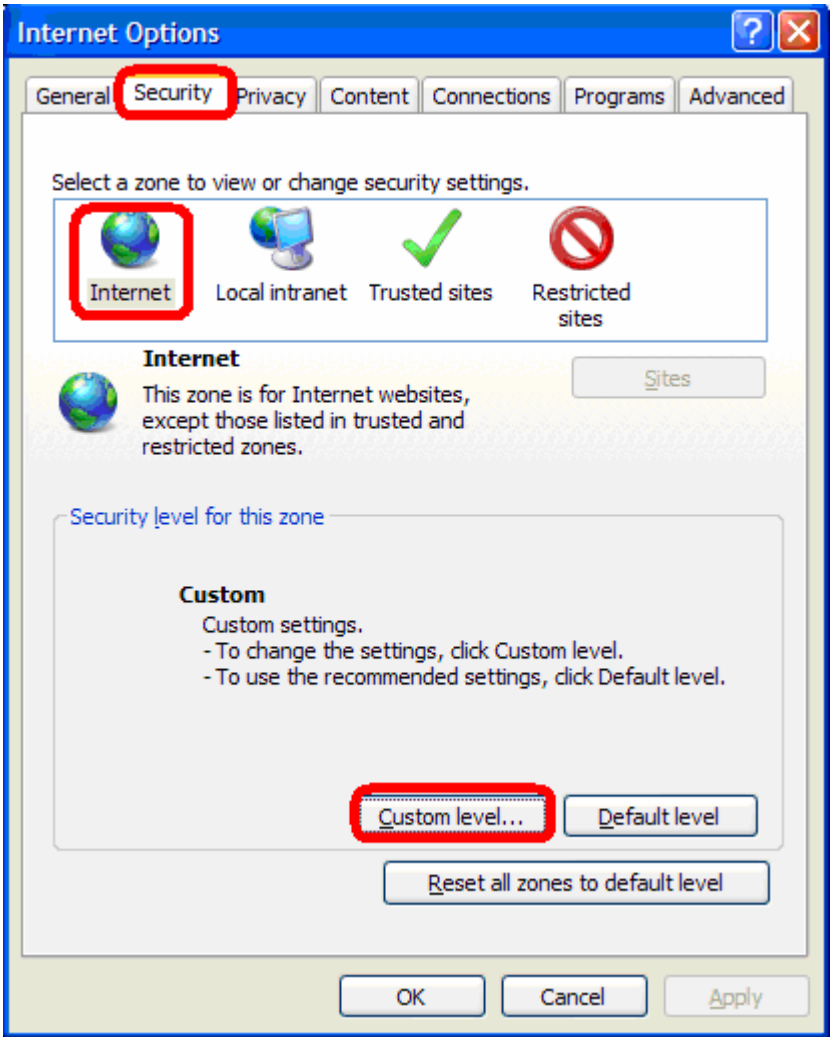
- Once the DepositNow! Web URL is added, select the **Close** button.

Internet Explorer 7.0

If you are using Internet Explorer 7.0, make sure settings are as follows so that you will be able to use DepositNow! Web :

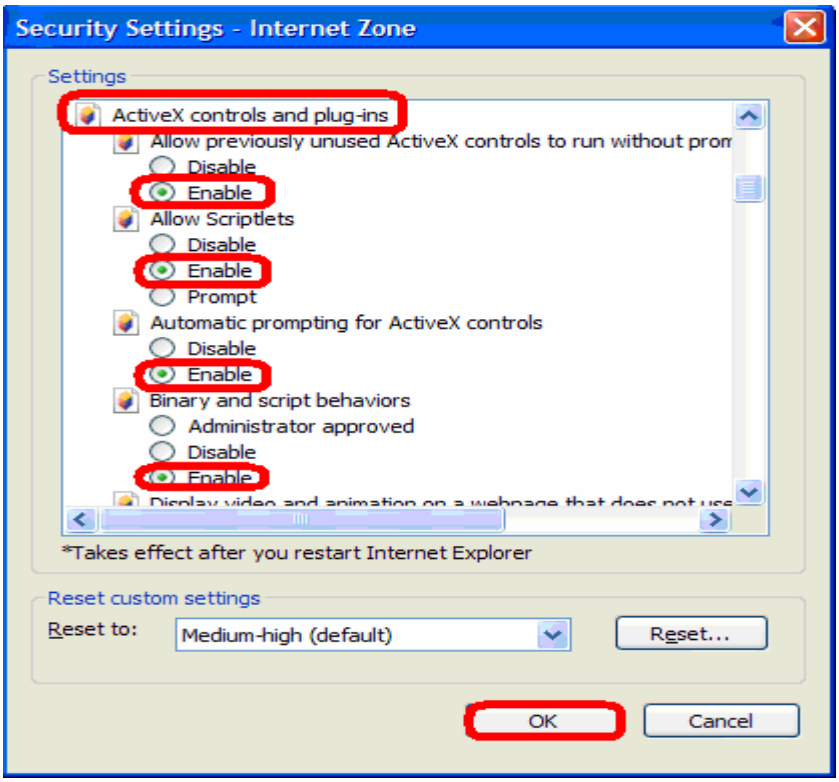
Security Settings for Internet

- In Internet Explorer 7.0, go to **Tools** >> **Internet Options**
- Select the **Security** tab, highlight the **Internet** icon and select the **Custom level…** button.

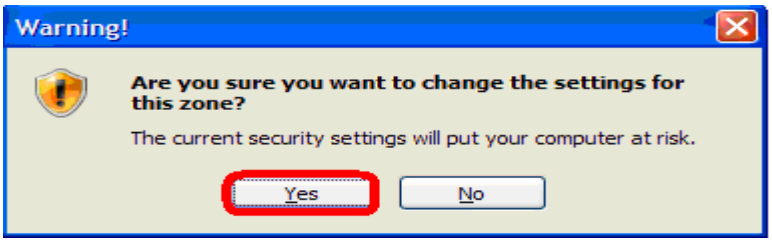


- Ensure that the settings in **ActiveX controls and plugins** match the settings below

    - Allow previously unused ActiveX controls to run without prompting : "**Enable**"
    - Allow Scriptlets : "**Enable**"
    - Automatic prompting for ActiveX controls : "**Enable**"
    - Binary and Script behaviors : "**Enable**"
    - Download signed ActiveX controls : "**Enable**"
    - Run ActiveX controls and plug-ins : "**Enable**"
    - Script ActiveX controls marked safe for scripting* : "**Enable**"

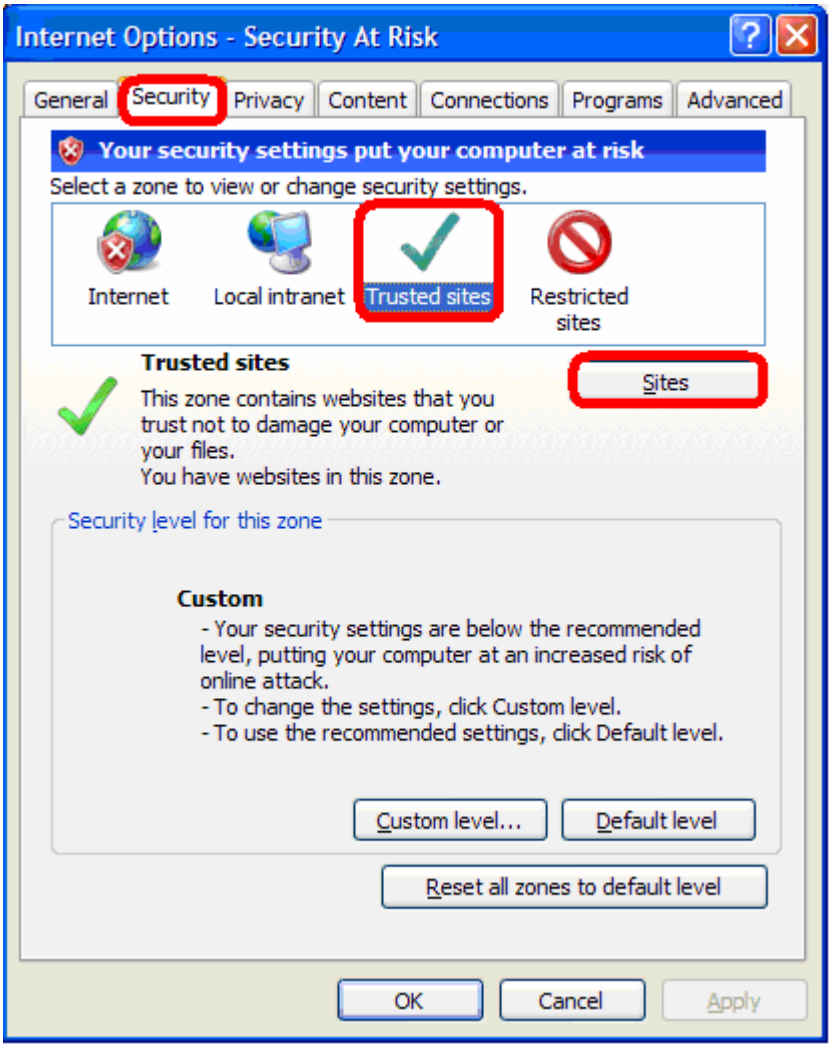


- After you make the changes, select the **OK** button in the Internet Options window.
- When you receive the Warning window, select **Yes**.

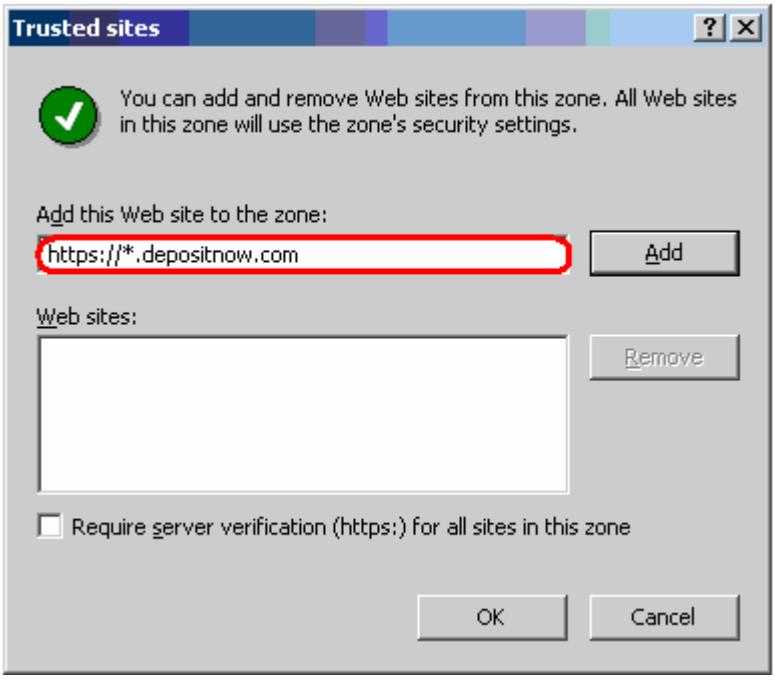

Warning!
Are you sure you want to change the settings for this zone?
The current security settings will put your computer at risk.
Yes
No

Trusted Sites

- In Internet Explorer 7.0, select **Internet Options** from the **Tools** menu.
- Select the **Security** tab, highlight the **Trusted Sites** icon and select the **Sites** button.

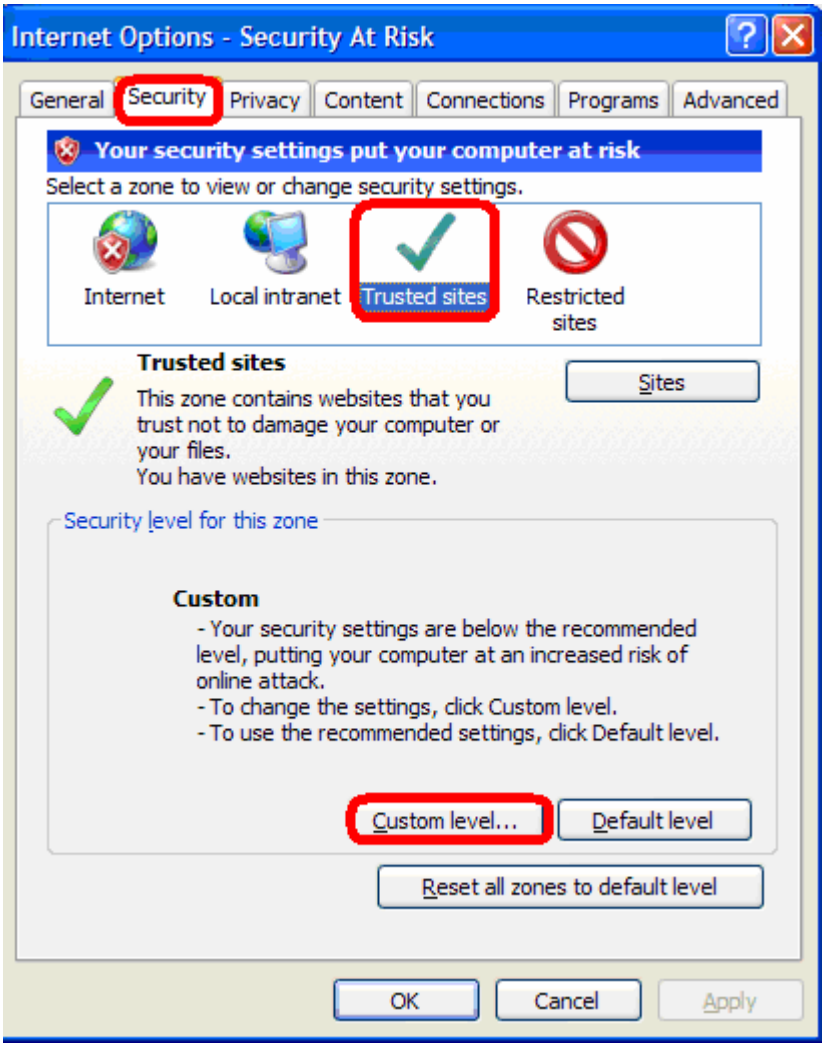

Internet Options - Security At Risk
General
Security
Privacy
Content
Connections
Programs
Advanced
Your security settings put your computer at risk
Select a zone to view or change security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files.
You have websites in this zone.
Sites
Security level for this zone
Custom
- Your security settings are below the recommended level, putting your computer at an increased risk of online attack.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply

- Enter the DepositNow! Web website (https://*.depositnow.com/) and click the **Add** button, then click **Close.**


Trusted sites
You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.
Add this Web site to the zone:
https://*.depositnow.com
Add
Web sites:
Remove
Require server verification (https:) for all sites in this zone
OK
Cancel

Security Settings for Trusted Sites

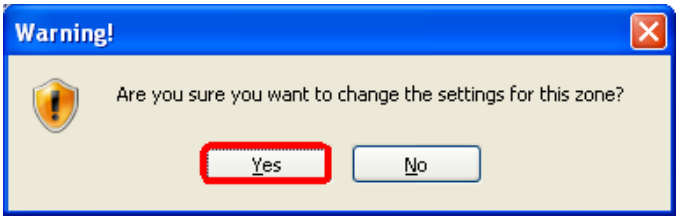
- In Internet Explorer 7.0, select **Internet Options** from the **Tools** menu.
- Select the **Security** tab, highlight the **Trusted Sites** icon and select the **Custom level…** button.


Internet Options - Security At Risk
General
Security
Privacy
Content
Connections
Programs
Advanced
Your security settings put your computer at risk
Select a zone to view or change security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files.
You have websites in this zone.
Sites
Security level for this zone
Custom
- Your security settings are below the recommended level, putting your computer at an increased risk of online attack.
- To change the settings, click Custom level.
- To use the recommended settings, click Default level.
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply

- Ensure that the settings in **ActiveX controls and plugins** match the settings below

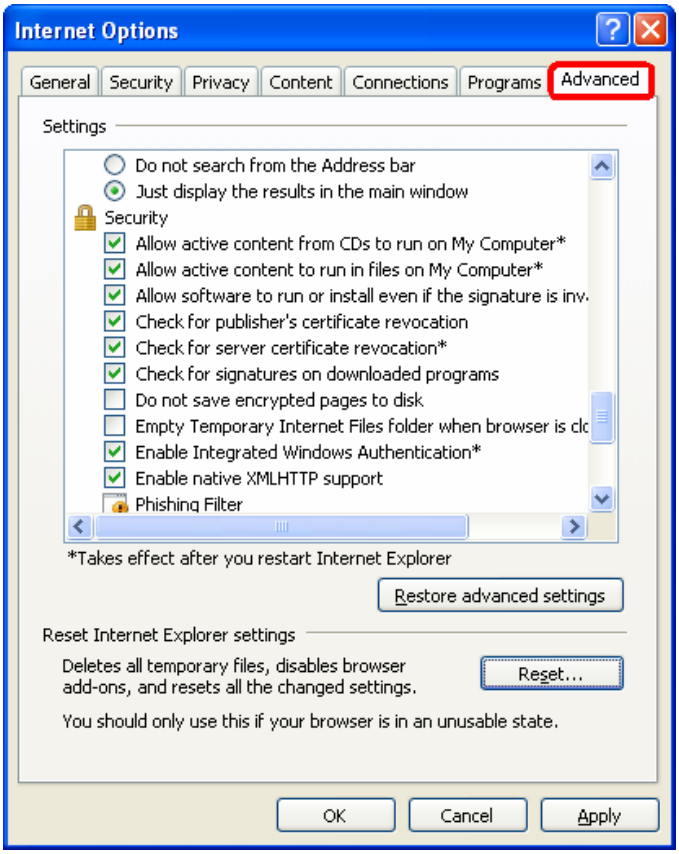
  - Allow previously unused ActiveX controls to run without prompting : "**Enable**"
  - Allow Scriptlets : "**Enable**"
  - Automatic prompting for ActiveX controls : "**Enable**"
  - Binary and Script behaviors : "**Enable**"
  - Download signed ActiveX controls : "**Enable**"
  - Run ActiveX controls and plug-ins : "**Enable**"
  - Script ActiveX controls marked safe for scripting* : "**Enable**"

- After you make the changes, select the **OK** button in the Internet Options window.
- When you receive the Warning window, select **Yes**.



Advanced Settings

- Select **Internet Options** from the **Tools** menu.
- Select the **Advanced** tab.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Settings
Do not search from the Address bar
Just display the results in the main window
Security
Allow active content from CDs to run on My Computer*
Allow active content to run in files on My Computer*
Allow software to run or install even if the signature is inv
Check for publisher's certificate revocation
Check for server certificate revocation*
Check for signatures on downloaded programs
Do not save encrypted pages to disk
Empty Temporary Internet Files folder when browser is cl
Enable Integrated Windows Authentication*
Enable native XMLHTTP support
Phishing Filter
*Takes effect after you restart Internet Explorer
Restore advanced settings
Reset Internet Explorer settings
Deletes all temporary files, disables browser add-ons, and resets all the changed settings.
Reset...
You should only use this if your browser is in an unusable state.
OK
Cancel
Apply

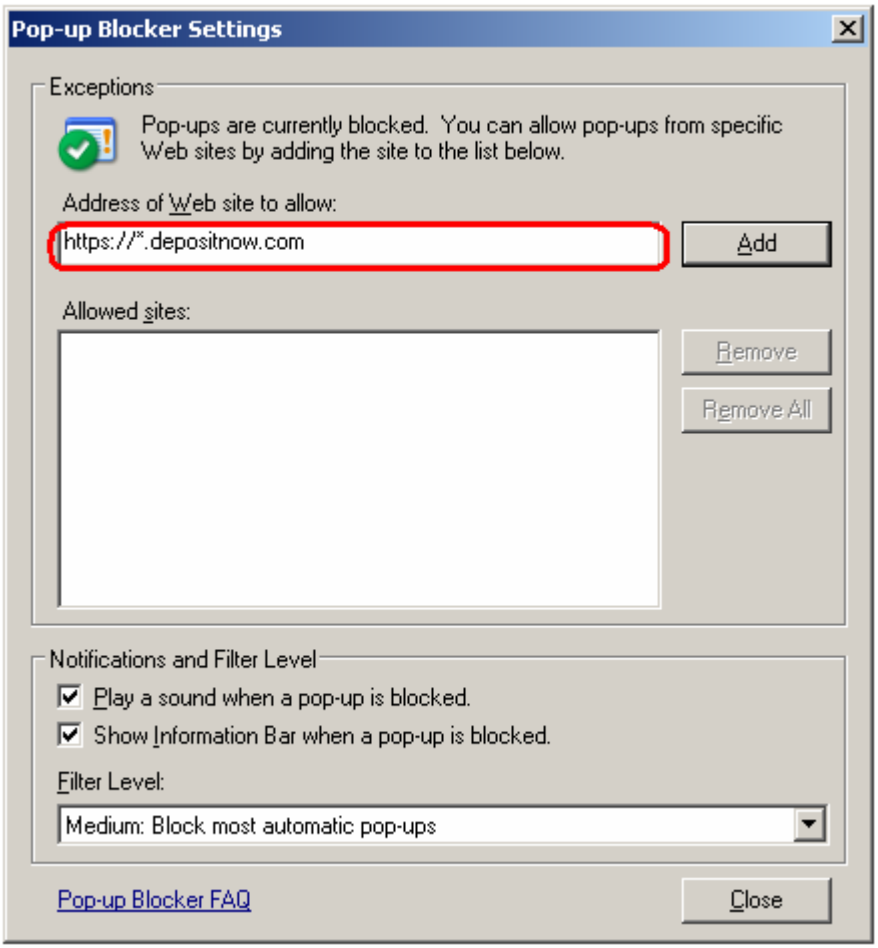
- Make sure the settings under **Security** match the following:
    - Allow active content to run in files on My Computer* : "**CHECKED"**
    - Check for publisher's certificate revocation : "**CHECKED"**

Pop-Up Blocker Settings

NOTE: Many users have more than one pop-up blocker. Each pop-up blocker is slightly different from the next. However, all pop-up blockers have a setting to allow pop-ups for a particular website. The DepositNow! Web website must be added to the "Allow Pop-Ups" section of each Pop-up blocker.

To edit the Pop-Up Blocker settings in Internet Explorer 7.0:

- Go to **Tools** >> **Pop-up Blocker** >> **Pop-up Blocker Settings**.
- Enter the DepositNow! Web URL (https://*.depositnow.com/) and select the **Add** button.


Pop-up Blocker Settings
Exceptions
Pop-ups are currently blocked. You can allow pop-ups from specific Web sites by adding the site to the list below.
Address of Web site to allow:
https://*.depositnow.com
Add
Allowed sites:
Remove
Remove All
Notifications and Filter Level
Play a sound when a pop-up is blocked.
Show Information Bar when a pop-up is blocked.
Filter Level:
Medium: Block most automatic pop-ups
Pop-up Blocker FAQ
Close

- Once the DepositNow! Web URL is added, select the **Close** button.